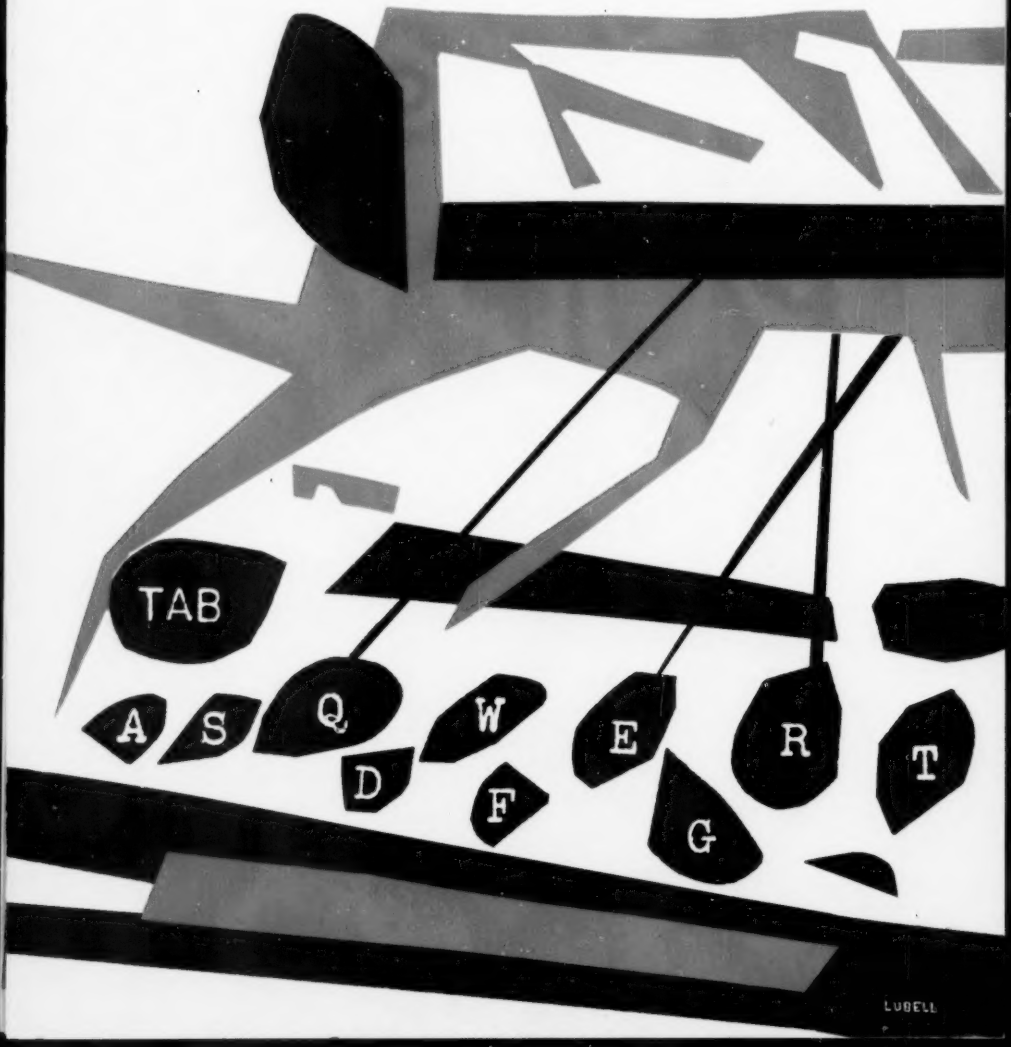
AUGUST 1956

The Office

Magazine of

MANAGEMENT • EQUIPMENT • METHODS



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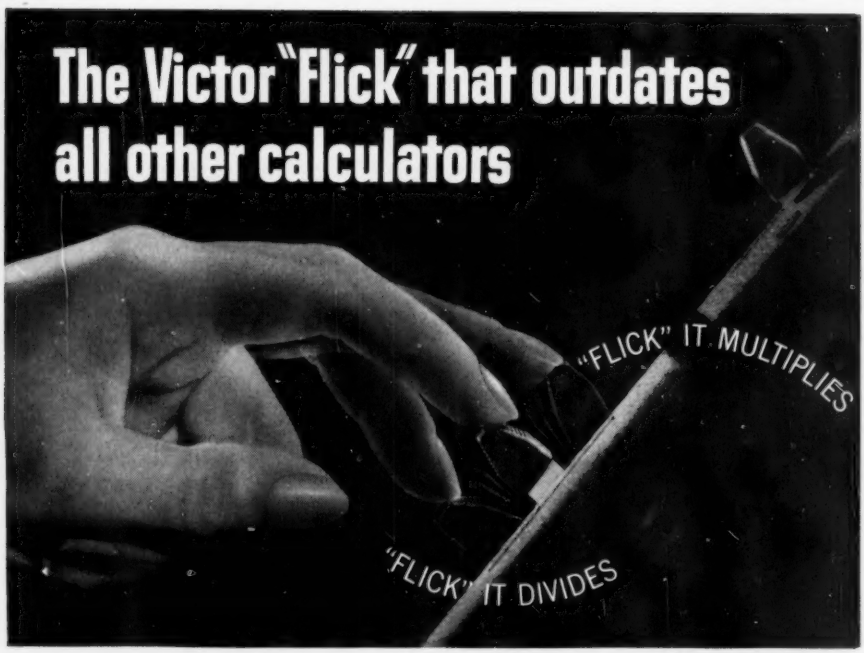
The Victor "Flick" that outdates all other calculators



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For More Information Circle No. 227

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Bausch & Lomb Optical Co. of Rochester, N. Y., manufacturers of quality microscopes, binoculars, Ray-Ban sun glasses, dress eyewear, safety glasses, CinemaScope motion picture projection lenses and a wide variety of scientific optical instruments for industry, turns out more than ¼ million dollars worth of printed material a year from its own "captive" printing department.

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Bausch & Lomb makes similar savings producing reference manuals, instruction books and sales bulletins with the Justowriter.

The Justowriter consists of two units, a Recorder that produces a by-product punched tape as the document is typed, and a Reproducer that reads the tape, automatically producing sharp, justified (even margin) reproduction proofs or direct image plates.

Bausch & Lomb is just one of hundreds of companies large and small that are cutting type composition costs with Justowriter. Write for complete information—Dept. O-86.

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The Office
Magazine of MANAGEMENT • EQUIPMENT • METHODS

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ADP* GIVES YOU AUTOMATION

**Automated Data Processing by Moore*

Automation has developed rapidly and as a consequence many companies feel they want the benefits of automated data processing but are not sure which way to turn, or which step to take first. Others who want it feel too much expense is involved, and consequently automation must wait.

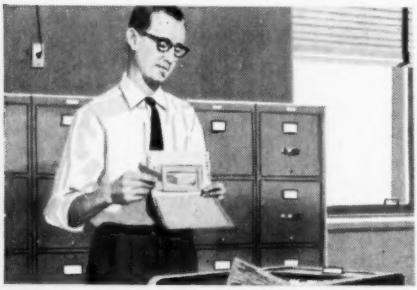
The advantage of "composite experience"—*The Moore representative has helped in many ADP systems. Behind him are the resources of the largest, most versatile manufacturer of business forms.*

For any company, ADP can supply the right amount of automation. A Moore form-system is the heart of an ADP installation. In all Moore systems sound principles of forms design and construction are applied, for efficiency and economy. Moore does not make ADP machines, but forms only. In some cases an entire system is overhauled; in others ADP is introduced on a 'walk before you run' basis.

How Speediflo made paperwork speed up. As the first step in planning for ADP throughout the company, automation has been applied to the Purchasing procedure.

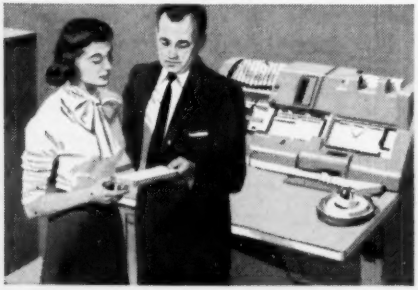
SEE CASE HISTORY ON FACING PAGE ▶

ALL AT ONCE OR IN PLANNED STAGES



Traveling requisitions, a specially designed Moore product with a built-in envelope to hold the pre-punched item description tapes, are pulled from the file and forwarded to a central purchasing location.

From Vendor codes on traveling requisition, Purchasing selects a pre-punched vendor tape and the typist uses both tapes for automatic production of Moore planned and designed Purchase Orders.



As a by-product of the typing operation, an output tape captures vendor and item codes, quantities and prices. This tape automatically produces punched cards for running statistical and 'stock-on-order' reports.

As experience is gained, this system will be expanded to automatically handle receiving records, accounts payable voucher checks, and all other accounting procedures within the purchasing system cycle.

SPEEDIFLO IS THE HEART OF ADP BENEFITS

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SACO 871

SOLAR AIRCRAFT COMPANY
San Diego, California
PROCESS CHART

Part # NONE
Part Name NONE
Operation FILING MATERIAL REQUISITIONS
Department MATERIAL CONTROL

Date 7-21-55
Chart by E. SHIPP
Chart No. 1
Sheet 1 of 1

Chart Symbols: ○ = Operation ○ = Transportation □ = Inspection ▽ = Storage

OLD Method

Dist. in Feet	Time in Minutes	○	□	○	▽	Process Description
		○				GET UP FROM CHAIR
		○				WALK TO DESK FILE
		○				PICK UP STACK OF REQUISITIONS
				○		WALK TO FILING CABINET
		○				READ REQ. NUMBER
		○				PULL OUT DRAWER
		○				FILE REQ
		○				READ NEXT REQ. NUMBER
		○				CLOSE FILE DRAWER
		○				OPEN FILE DRAWER
		○				FILE REQ
		○				READ NEXT REQ. NUMBER
		○				CLOSE FILE DRAWER
		○				OPEN FILE DRAWER
		○				FILE REQUISITION
		○				READ NEXT REQ. NUMBER
		○				CLOSE FILE DRAWER
		○				OPEN FILE DRAWER
		○				REPEAT FOR APPROX 100 REQ
		○				RETURN TO DESK
		○				SIT IN CHAIR

OLD METHOD

SACO 871

SOLAR AIRCRAFT COMPANY
San Diego, California
PROCESS CHART

Part # NONE
Part Name NONE
Operation FILING MATERIAL REQUISITIONS
Department

Date 7-21-55
Chart by E. SHIPP
Chart No. 2
Sheet 1 of 1

Chart Symbols: ○ = Operation ○ = Transportation □ = Inspection ▽ = Storage

NEW Method

Dist. in Feet	Time in Minutes	○	□	○	▽	Process Description
		○				GET UP FROM CHAIR
		○				WALK TO DESK FILE
		○				PICK UP REQUISITIONS
				○		CARRY TO TABLE
		○				SIT IN CHAIR
		○				PICK FILE REQUISITIONS
		○				GET UP FROM CHAIR
		○				REMOVE DRAWERS FROM FILE
		○				PLACE DRAWERS ON WORK TABLE
		○				SIT IN CHAIR
		○				FILE APPROX 100 REQUISITIONS
		○				GET UP FROM CHAIR
		○				REPLACE DRAWERS IN FILE CAB.
		○				RETURN TO DESK
		○				SIT IN CHAIR
			OLD	NEW	SAVING	
OPERATIONS			41	14	27	
INSPECTIONS			0	0	0	
TRANSPORTATIONS			1	1	0	
STORAGE			0	0	0	
		TOTAL TIME SAVED - 13 MIN. PER 100 REQUISITIONS				
		EST YEARLY SAVINGS 176.00				

NEW METHOD

Work Simplification Training In Practice at Solar Aircraft Co.

JEROME KEARFUL

WORK SIMPLIFICATION is the order of the day at Solar Aircraft Co. in San Diego, Calif. "Work simplification," says a company spokesman, "cuts costs, saves time and boosts employee morale." Regular classes are held for administrative, office and production workers, to work out better and easier ways to get the job done. Starting with an analysis and simplification of such routine jobs as shaving, dressing, washing the car, Solar people are encouraged to flow chart their company jobs and apply work simplification techniques. Is the operation necessary? Can some elements be eliminated? Can they be combined? Can the sequence be rearranged?

Three examples of work simplification as applied to office procedures at Solar are illustrated here. Duane Thornton, chief industrial engineer, says: "What we stress in work simplification is not *what* a man does, but *how* he does it. We subscribe to the 'Work easier—work smarter.' Beyond the job we do, this is a big personal help. Most everyone can make his job easier by thinking about it from a different direction. In making it easier, he helps Solar and helps himself. That's what we teach in work simplification."

OLD METHOD

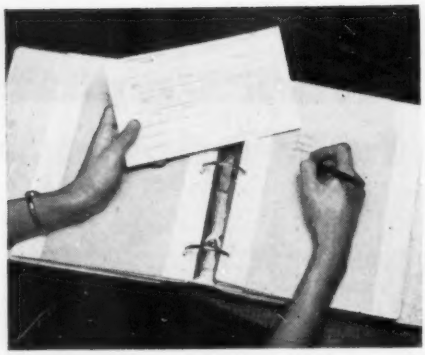
Fred Shipp, Solar Aircraft Co. work simplification trainee, selected the filing of requisitions as an operation for study. When the flow process chart was completed (see opposite page), he noticed the repetitive opening and closing of file drawers.

NEW METHOD

To eliminate, combine and rearrange the details of the operation, he charted a new method (see opposite page). He discovered that by sorting the requisitions in numerical order first, then placing the drawers on a table, he saved time and effort. (See page 10.)

OLD METHOD

Solar Aircraft's former method of recording information to reflect the balance of parts on hand required the copying of several different figures from one form to another.

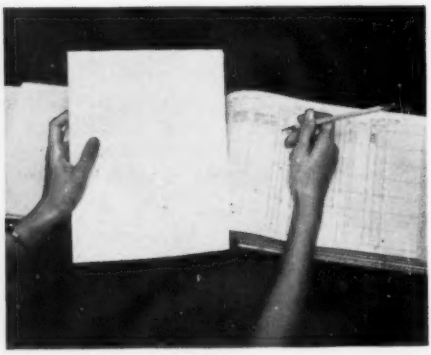


NEW METHOD

Since the forms affecting the balance of parts on hand are kept in an envelope attached to a traveler, the only figure which need be recorded is the balance. Form is retained in the envelope for historical or audit purposes.

OLD METHOD

Original operation consisted of thumbing through a stack of travelers to obtain page one, which was then checked against the master breakdown to correct any changes in material or parts requirements caused by engineering changes.



NEW METHOD

Since many travelers consisted of 15 to 20 pages, about 80% of this paper was wasted. The print crib was instructed to send only page one to the cost accounting department. This eliminated the sorting, reduced the number of copies and saved time.

Straight-Time Weekly Pay.	Hours	Pay	Hours	Pay	Hours	Pay	Hours	Pay	Hours	Pay
Men Since 1955	Up 5.9%		Up 4%		Up 6%		Up 5.2%		Up 4.7%	
Clerks:										
Accounting:										
Class A	36.5	82.50	39.5	$ 87.50	39.5	$ 83.00	39.5	86.00	40.0	$85.50
Class B	36.0	62.50	39.5	69.00	39.5	64.00	40.0	67.00	40.0	72.00
Order			39.5	86.00	40.0	71.00	40.0	80.50	40.0	84.00
Payroll	37.0	76.00	39.0	82.50	39.5	72.00	40.0	79.50	40.0	85.50
Office boys	36.5	46.50	39.0	52.00	39.5	45.50	40.0	49.50	39.5	55.00
Tabulating-machine operators	37.0	70.00	39.0	77.50	39.0	68.00	40.0	85.50	39.5	82.00
Women										
Billers, machine:										
Billing machine	36.0	62.50	39.5	61.00	39.5	53.00	40.0	58.50	40.0	60.00
Bookkeeping machine	36.0	62.00	39.0	61.00	40.0	51.50	40.0	52.50	39.5	69.50
Bookkeeping-machine operators:										
Class A	37.0	66.00	38.5	73.50	39.5	60.00	40.0	69.50	40.0	75.00
Class B	36.5	59.00	38.5	62.00	40.0	54.50	40.0	55.50	40.0	57.00
Clerks:										
Accounting:										
Class A	36.0	73.50	39.0	76.00	39.0	68.00	40.0	74.00	40.0	76.00
Class B	36.5	58.50	39.0	61.00	39.0	53.50	40.0	60.50	39.5	64.00
File:										
Class A	36.5	63.50	39.0	61.00	39.0	56.00	39.5	61.50	39.5	63.50
Class B	36.5	49.00	39.0	51.00	39.5	44.50	39.5	48.00	39.5	52.00
Order	37.0	60.00	39.5	61.50	39.5	50.50	40.0	59.00	40.0	68.00
Payroll	36.5	68.00	39.0	68.50	39.5	58.50	40.0	64.00	40.0	72.50
Comptometer operators	36.5	63.50	39.5	65.50	39.5	57.00	40.0	61.00	40.0	68.50
Duplicating-machine operators	36.5	55.50	39.0	56.50	39.0	48.50	40.0	55.00	40.0	60.00
Key-punch operators	36.5	57.50	39.0	63.50	39.0	53.50	40.0	62.00	39.5	67.50
Office girls	36.0	46.00	39.0	51.50	39.5	44.50	40.0	45.50	39.5	52.00
Secretaries	36.0	78.50	39.0	78.50	39.5	71.00	40.0	75.00	39.5	79.50
Stenographers, general	36.0	63.00	39.0	66.00	39.0	59.50	40.0	63.00	39.5	68.00
Stenographers, technical	36.0	72.50	39.0	73.00					39.5	79.50
Switchboard operators	37.0	62.00	39.5	62.50	42.5	48.00	40.0	53.50	40.0	63.50
Switchboard operator-receptionists	37.0	60.50	39.0	62.00	40.0	52.50	40.0	58.50	40.0	64.00
Tabulating-machine operators	37.0	66.00	38.5	70.50	39.0	61.00	40.0	69.00	39.5	77.00
Transcribing-machine operators, general	36.0	63.00	39.0	63.50	39.5	54.00	40.0	58.00	39.0	59.50
Typists:										
Class A	36.0	61.50	39.0	65.00	39.0	53.50	40.0	60.00	39.5	64.00
Class B	36.5	53.50	39.0	55.50	39.5	47.00	39.5	51.00	39.0	55.00

Preliminary 1956 figures released by regional directors of the U.S. Department of Labor's Bureau of Labor Statistics.

THE "DANGERS" OF WAITING FOR AUTOMATION

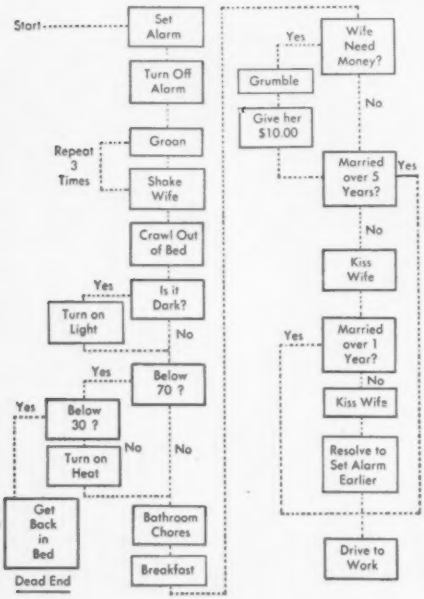
WILLIAM ALDEN, *President* **FRANKLIN WYMAN JR.**, *Director*
Automation Management Inc., Westboro, Mass.

A VICE PRESIDENT in charge of research for one of the world's largest insurance companies recently chairmanned a panel of electronic computer experts in Chicago. Their general subject was the vast range of problems in planning for and installing automatic data processing equipment to perform clerical functions. More than a thousand companies were represented in the audience. Suddenly, from the rear of the hotel ballroom, a young man stood up and asked, "Can you describe for us the dangers of waiting for automation? My company is a small one. I wonder what we can lose by waiting for the results of the costly experiments which large companies, such as your own are making, and later take advantage of your experience when the results are proven?"

The vice president's mouth fell open. His answer was properly scornful. In his mind the only "dangers" existed for the pioneers in what he regarded as a completely new field. The question was unfair but, fair or unfair, his answer was wrong. The danger is for those of us who wait for automation.

The word automation has been abused

MACHINE PROGRAM FOR GETTING TO WORK IN THE MORNING



Courtesy IASA Interpreter

A humorous illustration of how to program electronic machines which are capable of proceeding automatically in a series of sequential steps with the ability to make decisions. Machine sets alarm and turns it off in the morning. Then machine groans and shakes wife three times. After you crawl out of bed, machine decides if it is dark. If so, it turns on light; if not, machines goes to next step. Machine decides if temperature is above or below 70°. If below 70° machine determines if it is below 30°. If between 30° and 70° machine turns on heat. If below 30° machine decides you should return to bed and program ends. If above 30° you do bathroom chores and machine picks up breakfast operation. Machine decides whether your wife needs money and, if so, it will grumble and give her $10. Now machine makes a series of serious decisions, based on the length of your married life, which can be followed on the chart. Silly as this chart is, it illustrates how electronic equipment, when given a certain set of facts, can make decisions and proceed in varying channels of operation depending on the nature of the decisions.—*W. D. Babcock Jr., Keystone Automobile Club Casualty Co., Philadelphia.*

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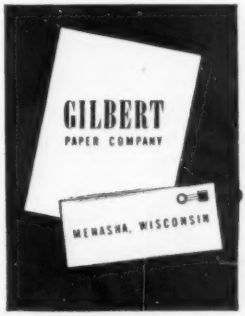

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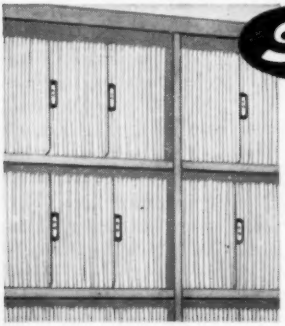
and misabused to the point where it means all things to all people. In 1951 and 1952 the business machine manufacturers began to herald the development of control equipment with programming mechanisms, self-correcting machine tools and calculating equipment. Since then, a glossary of terms has been added to the basic Webster definition of automation as a "self-moving machine, especially one made to imitate the motions of men." Today this statement has been further extended to define automation as not only a self-moving machine but any step toward developing and installing such a machine in the mechanization of manual or semi-automatic factory or clerical processes.

Automation is not new. Your company probably has been through a cycle of it already. The young man at the meeting in Chicago was correct when he sensed that there were dangers in not now applying the techniques of automation in his office or plant.

Much has been said as to how a company should undertake a program of automation. In larger companies, it has been recommended that men from each of the operating divisions be detached from their regular responsibilities and put on full-time committees to study a whole new form of organization and operation to take fullest advantage of the new equipment. In smaller companies, the desirability of hiring consultants to do the job has been weighed pro and con. It is important to remember, however, that when you go outside of your business to buy experience in a comparatively unknown field, it can become extremely expensive. For a small company, therefore, the "dangers" of waiting for automation often seem infinitely remote when compared to the risks of pioneering. For a smaller company, looking toward automation, it seems most economical to select production or clerical units where costs are high, dominated by manual and interrupted operations, or where



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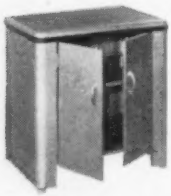

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STOLPER STEEL PRODUCTS CORP.
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the timing of reporting is inadequate for management purposes, as possible areas to study for the application of automation. If these units of your business happen to coincide with those to which your competitors have applied automatic processes, you are fortunate. Ultimately, the know-how they develop and the mistakes they make will become known to you.

Machine manufacturers will be anxious to circulate the results of their progress and the pages of your business journals will tell of the problems.

The first step in a program of automation is to become familiar in the greatest possible detail with every facet and every step in the operations of the unit being studied. This should include the development of detailed, step-by-step flow process charts of every move made in the unit. The analysis should include the timing of each operation as well as the elements of storage, transportation and processing, spelled out in greater detail than has ever before been developed in your company. You should be aware of each end-product of the unit, from the finished assembly itself to all reports or services supplied by it. Such a study should also provide you with complete knowledge of the costs of every operation to include particularly those allied with other units in your organization. This information will be of value in comparing any proposal for automatic processing to the economies of your present operations. The managers and supervisors, responsible for the area of your business being studied, are in the best position to develop this intensive listing of each productive and non-productive step required.

The second important phase of applying automation in your company is to obtain complete knowledge of the capacities and costs of every type of automatic equipment which might be applied to the operations being studied. There are endless sources of such information including particularly the

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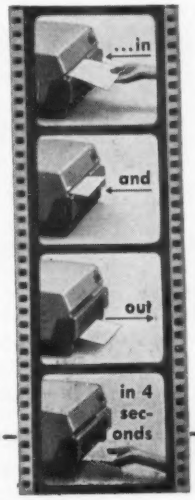
Fastest copy maker of them all! The new, All-Electric THERMO-FAX Copying Machine gives you perfect copies in just 4 seconds . . . for as little as 4¢ per copy. You make copies of typed, written, drawn or printed originals *without* chemicals, negatives or masters . . . in ordinary office light. Send coupon for details.



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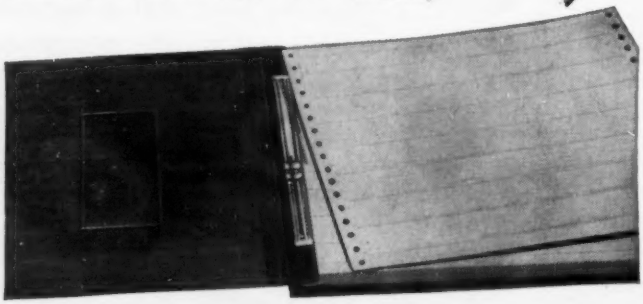
ACCOPRESS PIN PRONG BINDERS

If your business machines use marginal pre-punched sheets, the Accopress Pin Prong Binder is made especially for them. As an indispensable aid to orderly, safe filing—temporary or permanent—Accopress Pin Prong Binders give you the added features of loose leaf convenience with economy.



Like all Accopress Binders the "9000" Pin Prong line stacks flat, comes in a wide variety of sizes and with fasteners for either 6" or 8½" centers. Made of heavy long lasting pressboard *or* heavy binder board covered with canvas or black pebble grain cloth.

Dress up your files, protect your records. Ask your stationer to show you Accopress Pin Prong Binders—and the whole Acco line for greater filing efficiency.

ACCO PRODUCTS, INC.

Ogdensburg, New York

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For More Information Circle No. 209

tree schools provided by most of the important machinery manufacturers. The biggest problem you will find in this connection is in budgeting the amount of time you have available to spend poring over literature or meeting with salesmen and machine specialists who will want to talk to you. In a relatively short time you will familiarize yourself with the approximate capacities and relative costs of the one, two or three competing pieces of equipment which will be most suitable for your particular application. You will quickly be aware of what successful applications have been made in your industry. Visit as many plants or offices that have applied the principles of automation to their processes as time allows. These simple and obvious steps can be accomplished by your operating managers and supervisors at relatively little expense.

The "dangers" of waiting to take these steps, or in waiting for automation, must be clear from these comments. Your present operations lose in efficiency and economy if this process of thoroughly charting your existing production steps is not a periodic part of the job performance you expect of your operating people. It can and should be accomplished without any major change to automatic equipment. It will reveal improvements which in themselves will pay for the effort expended. You will produce endless by-products, in the development of your managers and supervisors, by the simultaneous review of the latest methods being used for cost saving mechanization in your industry. If you do not do these things, it may be too late for you to recognize the really practical application of electronic equipment when it appears for your business. If you do recognize the potentialities of a piece of equipment, but have not taken these steps, the costs of converting an antiquated set-up may be considerably higher than

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ACOUSTICAL CABINETS
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Employee TURNOVER . . . caused by NOISE

Because of "frayed nerves" due to excessive machine noise, many employees have decided "there must be an easier way to make a living"—resulting in costly employee turnover.

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- One quick "snap" removes carbons intact . . . no tedious and time-wasting hand separating is needed. No carbon smudges on labels!
- Each sheet in a set is numbered in sequence on bottom tab . . . simplifies sorting into groups which allows successive mailings to be sent out in an orderly sequence.

For complete details send for your free copy of "Speed Your Mailings" with free samples.

EUREKA SPECIALTY PRINTING CO.
518 ELECTRIC ST., SCRANTON 9, PA.

For More Information Circle No. 293

those of changing over an operation which has been gradually modified during the process of study to adapt itself to the constantly changing conditions which are always present.

The time will arrive when a piece of equipment or a computer is developed which has a practical application to your business. That equipment may be on the market and in use without your knowledge, or it may not be announced for a decade. Before you go ahead with an installation, be sure you are aware of your objectives in making the change. If your objective is *cost*, apply the capacity and costs of the equipment you are proposing against the cost of the reports, product and information produced under your existing operations. If your objective is *timeliness of reporting*, test the theoretical speed of the proposed equipment in producing your present reports, as they may be amended for any limitations in the new equipment, against your present set-up. If your objective is *additional information* in greater detail, match your requirements against the capacity of the available equipment. Your objective most likely will be a better product, faster and at a cheaper cost, and you will want to plan and test an integrated operation with each of these objectives in its proper priority in your mind. *Double all your estimates* of the time and expense involved in any proposed routine, to allow for unforseen contingencies.

One of the serious dangers, in estimating the cost of a proposed change in operation or method, is that the actual expense of making the change may not be completely worked out to allow for every eventuality. As part of your original study, you should develop a time schedule as well as an expense schedule, for installing the new process. Here, also, double the estimated time and expense required to make the change. Be very sure that management is aware of your plan and that the costs

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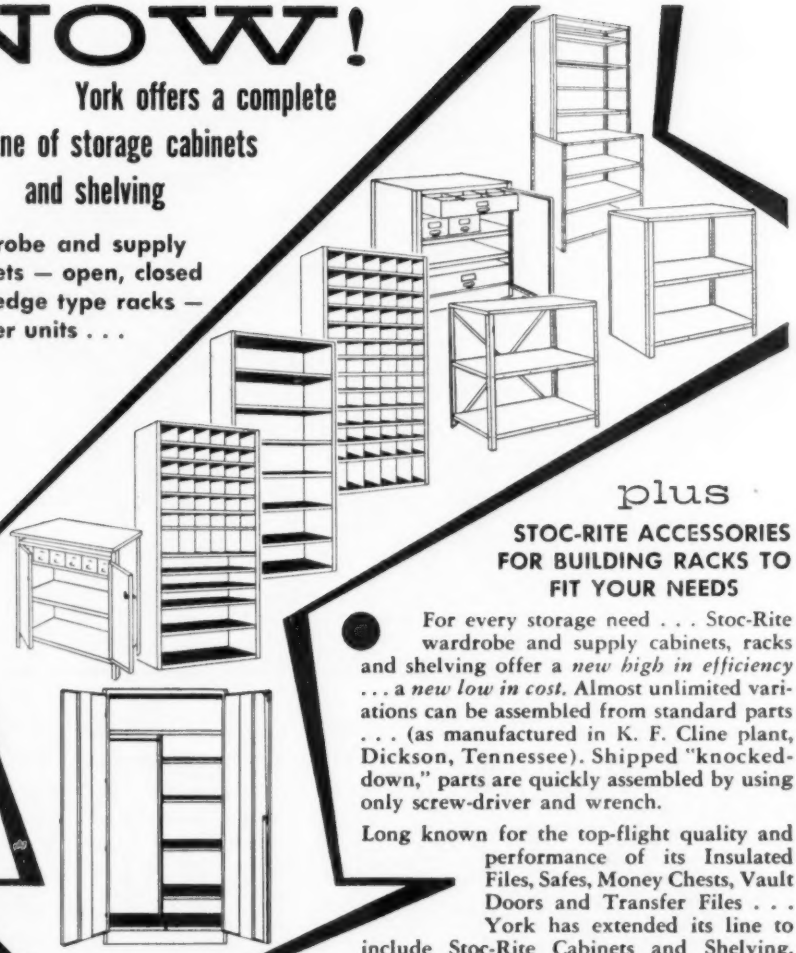
York offers a complete new line of storage cabinets and shelving

Wardrobe and supply cabinets — open, closed and ledge type racks — counter units . . .



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For every storage need . . . Stoc-Rite wardrobe and supply cabinets, racks and shelving offer a *new high in efficiency* . . . a *new low in cost.* Almost unlimited variations can be assembled from standard parts . . . (as manufactured in K. F. Cline plant, Dickson, Tennessee). Shipped "knocked-down," parts are quickly assembled by using only screw-driver and wrench.

Long known for the top-flight quality and performance of its Insulated Files, Safes, Money Chests, Vault Doors and Transfer Files . . . York has extended its line to include Stoc-Rite Cabinets and Shelving. Write today for literature and prices on any one or more York products.

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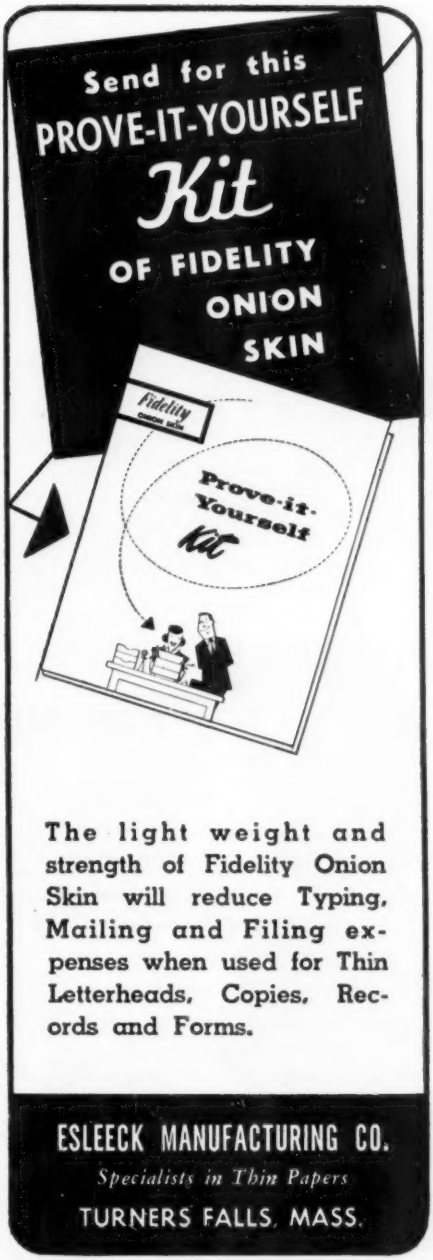
For More Information Circle No. 200

of conversion are not merged with operating costs of the unit being converted. These elements should be treated as adjuncts to the costs of the equipment itself. When you start your changeover, remember that management will never object to rapid increases in expense which it has approved ahead of time. Regular reports to management of costs against budget for the conversion, as well as progress against time schedule, will strengthen and nurture its confidence in your operation.

When you present your program to management for approval, you may feel a little like the young man asking about the "dangers" of automation. You are on firm footing, however, if your operating people have participated in the development of your expense estimates and stand behind them, if the payoff period for the change is in line with your regular accounting practices, and if you have properly emphasized the problems and costs of conversion to your superiors. If you have any doubt about your proposal, hold it up until the facts show that the process you have recommended is the best alternative. You will have the satisfaction of knowing that you have avoided the "dangers" of waiting for automation and you may have saved your company some money.

"Dear, your staff just appointed me head of their grievance committee."



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Five Ways to Make Your Job Grow

B. W. ELSOM
Director of Employee Services, Boston Store, Milwaukee

THE SIZE and responsibility of an executive's job depends not only upon the importance of the job, but also upon the ability and energy of the person who holds the job. Jobs vary considerably in size and importance, depending upon the difference in the competence and skill of the employee. The bigger you can make your job grow, the more important you will be to an organization.

After you get a supervisory job, here

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NEWS

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Bostomatic staples over 100 pieces per minute

- Work-speeder and cost-cutter for every office with large batches of fastening work.
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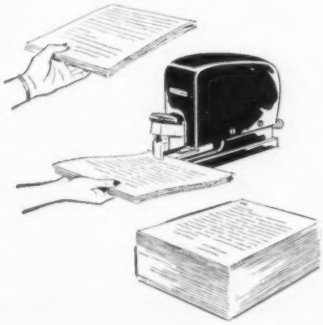

Fasten it better and faster with

BOSTITCH®
STAPLERS AND STAPLES

For More Information Circle No. 196

are some hints as to how to make it grow:

1. Spend plenty of time on preliminary planning.

Planning is deciding what you want to do; when you want to do it; and how you intend to do it. Time spent on planning will prove the most profitable time you spend on the job. Lack of planning, or poor planning, means wasted effort and poor results.

2. Run your job, instead of letting your job run you, by handling details efficiently.

Don't let yourself be constantly burdened by an accumulation of unfinished jobs—things you intend to do "just as soon as you have a minute's spare time." Don't dawdle—force your-

Delivered the same day!

That's company policy . . . but it costs a pretty penny in overtime some days! . . . Because the drivers have to stall around until the orders in the morning mail are filled, packed, ready to go! . . . The company would save a lot of expense, and more drivers get home on time to dinner . . . if the office put in the new PB MailOpener!

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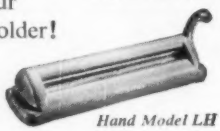
FREE: *Handy chart of Postal Rates, with parcel post map and zone finder.*



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self to concentrate. Do the disagreeable jobs first—the others are easy.

3. Be persistent.

Persistence is a more potent factor in getting things done than mental brilliance. Persistence is acquired by learning the habit of following through on all jobs which have been given to you. A reputation for persistence will mark you for consideration for promotion.

4. Don't ever stop learning.

Try to develop the inquisitive type of mentality. Human beings are capable of adding to their accumulated knowledge as long as they live. When you cease to eagerly and actively search for new knowledge, you are in a mental rut.

5. Don't waste time thinking up alibis.

Some wise man has said that there are two kinds of people: those who use alibis, and those who get things done. An alibi is intended to be an explanation; usually it is nothing but an admission. Instead of alibis, which look to the past, spend your time on constructive planning for the future.

"Your merit increase just came through. Got change for a quarter?"

New Phone Amplifier Frees BOTH Hands!

TEL-O-MASTER

- **Amplifies INCOMING message**
- **Picks up OUTGOING conversation**

Adjustable volume increases sound up to 7 times; no installation or electrical connections; finished in handsome mahogany. Only $69.50.

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Want to keep things together—letters, documents, canceled checks—any papers? All you need is a Schlegel Pull Fastener.

A pull fastener is a narrow band of strong cloth looped through a tiny metal ring. Slip whatever you want to keep together through the loop, pull one of the loop ends, and the noose slips tight. It never loses its firm grip till you pull the other end.

You will like pull fasteners when you see how well they work, how you can use them again and again.

Order some from your stationer or write us direct for a sample, prices, and a list of the 14 sizes.

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Industrial Textiles Since 1885

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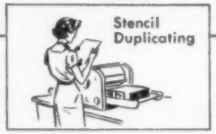
The complete line of Wausau Impression Papers is available nationally through authorized distributors and stationers.

Artisans of Fine Papers



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R.C.Allen ELECTRITE

always gives you finest value!

The new R. C. Allen Electrite is a happy combination of the best features of an electric typewriter and a manually operated typewriter. It provides the ease and uniformity of electric typing at the cost of a manual machine. This ingenious design gives electric operation where 95% of all typing actions are performed, but retains manual operation where 95% of all electric service complaints occur on full-electric models. For complete information on this remarkable new machine, call your R. C. Allen typewriter dealer, or write:

R.C.Allen Business Machines, Inc.
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TYPEWRITERS • CASH REGISTERS • ADDING MACHINES • SAFES • FILES • BOOKKEEPING MACHINES

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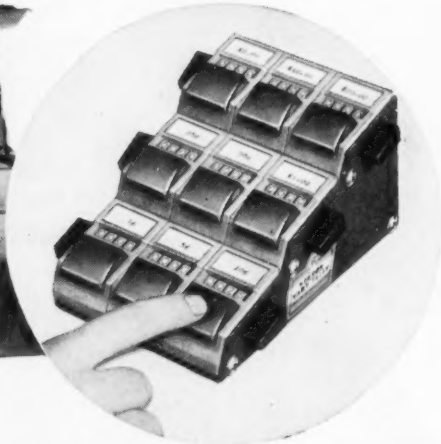
How to tell a "Better Mouse Trap" from a "Profit Trap"



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To know WHICH products, styles, sizes or flavors are "hot" and WHICH are dragging their feet — COUNT! Whether you are a manufacturer or merchant, distributor or dealer — Vary-Tallies can tell you quickly How Many of What, Where and When — Now as against Last Year, Last Month or Yesterday. Traffic engineers, estimators, laboratories, warehouses, offices, restaurants, mail and phone order departments, payroll people and many others find keeping score is no chore with a Vary-Tally. What do *you* want to count? Write for news sheet and prices.

- Easily Readable from Any Angle . . . Bold figures Always Centered in Window . . . No Glare
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Here's how it's easier to figure faster—

Place a JOHNSTON on your desk and watch the figures fly... never before such rocket recoil on a keyboard... never before such light, feather-like touch on all keys, both feature and numeric.

All the standard features of an adding machine plus unique squeeze-action printing and six-unit construction for easier operation and maintenance.

For a sensational demonstration of the new JOHNSTON call your office machine dealer today.

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ADDING MACHINE COMPANY
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What puts this calculator in a class by itself is hidden under its keyboard. Instead of the jarring, stop-start ratchet drive used in conventional calculators, there is a constantly-meshed train of proportional gears forming the unique mechanical heart of a Marchant.

This smoothly-geared mechanism is exclusive with Marchant. It rotates the continuously-flowing dials at a speed up to twice the highest speed attainable by any other calculators, without being subjected to constant metal-on-metal clash of the stop-start type of drive. Therefore, a Marchant calculator keeps on delivering smooth, quiet service year in and year out over a longer lifetime.

Yes, it is important to look under the calculator keyboard. Take a look there. Take a good look beyond. Call in the local MARCHANT MAN. What he has to show and tell will be of great interest to you, of great importance to your business.

MARCHANT CALCULATORS, INC.

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"From a management standpoint we like it because it saves time and simplifies paper work. It reduces errors. Expenses are reported while they are still fresh in the minds of our sales representatives. Also, ***Traveletter*** expense reports are completely compatible with our accounting methods.

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"As a credit reference, it's excellent! We've been using ***Traveletters*** since 1949 and I've yet to hear of anyone having trouble cashing one."

Traveletter

. . . the better system for handling travel expenses.

The ***Traveletter*** System reduces cash advances, saves accounting time, prevents lost time and lost orders, builds morale of salesmen.
Used by companies employing from 1 to 1,000 travelers, including United Aircraft Corporation, American Cyanamid Co., Western Electric Co., and many others.

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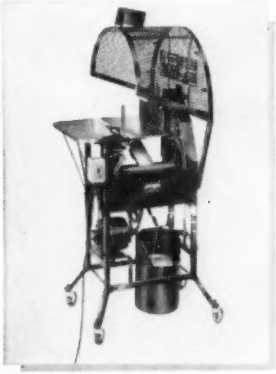

80% production increase with one machine! Seems incredible, doesn't it? But it's true when you do your twine tying with a Bunn Package Tying Machine. Here's why:

Bunn Tying Machines are *at least five times faster* than old fashioned hand tying. If your present hand tying operation takes 8 hours a day, that same volume can be turned out on one Bunn Machine in 1½ hours . . . or less. That gives you at least 6½ more man hours every day . . . a gain of 80% or more in productive time . . . without increasing your payroll one cent.

Here are other ways Bunn Machines save time and money:

Automatic adjustment to any size or shape without manual changeovers.

No Waste: Automatically uses just the right amount of twine.

Controlled tension prevents cutting into product . . . can't slip off . . . reduces package breakage and product damage.

Slip-proof knot can't come undone even with rough handling . . . approved by postmasters for mail tying of all kinds.

Simple operation is fatigue-less . . . beginners become experts in minutes.

Mail the coupon today. Learn for yourself why . . . *almost anything which can be tied by hand can be tied faster, better and more economically.*

PACKAGE TYING MACHINES — SINCE 1907

BUNN

B. H. BUNN COMPANY
7605 Vincennes Ave., Dept. OF-86, Chicago 20, Ill.

629

MAIL THIS COUPON NOW

B. H. Bunn Co., Dept. OF-86
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Please send free booklet which illustrates the many advantages of Bunn Tying Machines.

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Company _____

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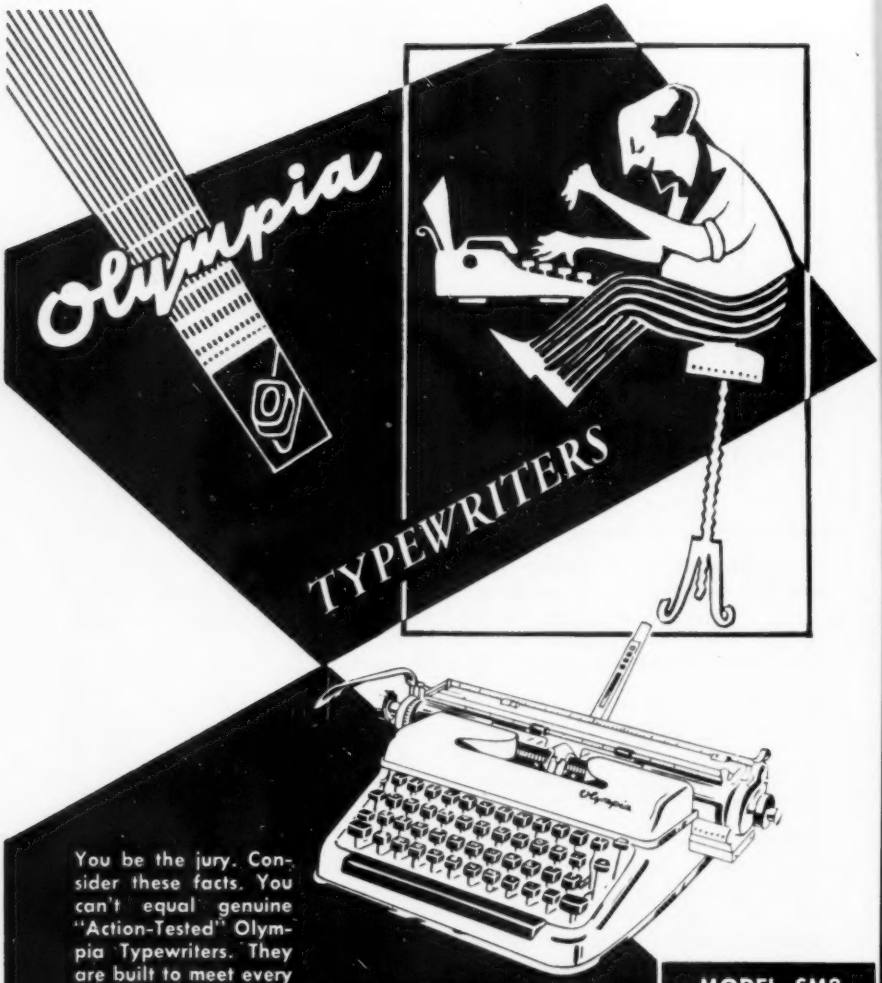
For More Information Circle No. 376



You be the jury. Consider these facts. You can't equal genuine "Action-Tested" Olympia Typewriters. They are built to meet every requirement a typewriter must fulfill. You can't beat OLYMPIA know-how that comes directly from our factory experts who design, build and test these famous typewriters. When you deal with us you are assured of the finest machines, the finest parts and the best possible deal. You will like our fair prices and consistently high quality.

MODEL SM3 WITH 13 INCH CARRIAGE

INTER-CONTINENTAL TRADING CORP.

90 WEST STREET • NEW YORK 6, N. Y.

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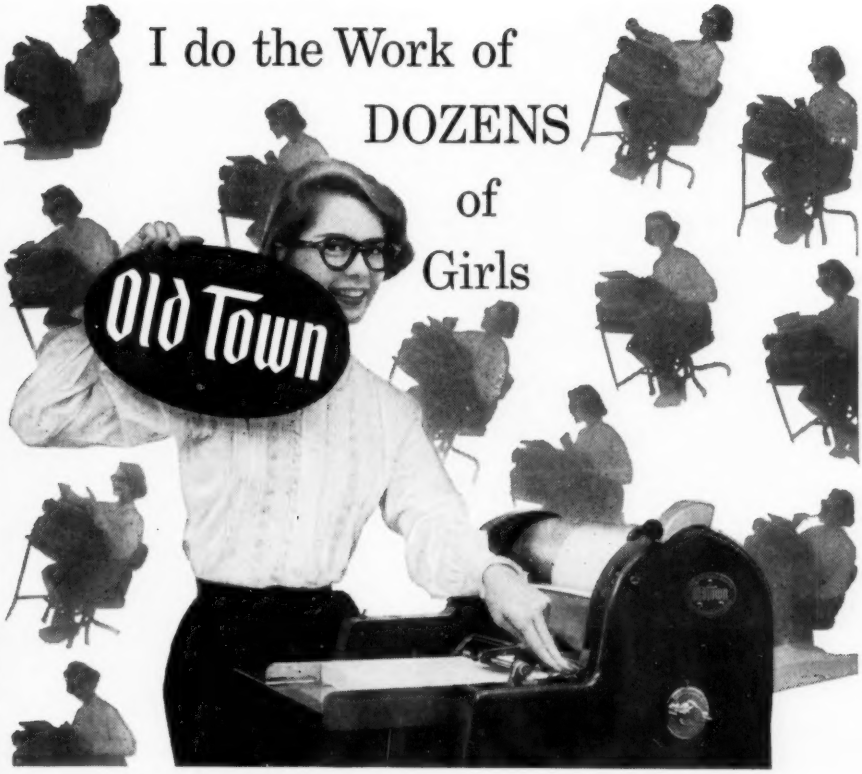

FOR AS MANY AS 500 PERFECT COPIES in a hurry, you just can't beat an Old Town Spirit Duplicator. It's clean, foolproof and economical. No costly stencils or mats, no messy inks or gelatins, no cleaning up later. Simply write, type or draw on an Old Town master unit and place it on the machine. Copy paper moistened with a clean, alcohol-type fluid picks off clear copies faster than one a second. And you get up to six colors at once!

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- ★ **Liberal trade-in on your old machine if you decide to buy.**

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can't spill ink!

"Puddle Proof"

The Morris Safe-T-Set is puddle-proof under all conditions—absolutely safe. Perfect for students or for every desk in home and office. Beautifully designed in today's colors. Writes for months without refilling. Choice of Morris long-wearing points made to suit individual writing styles. See the SAFE-T-SET at all stationers everywhere.

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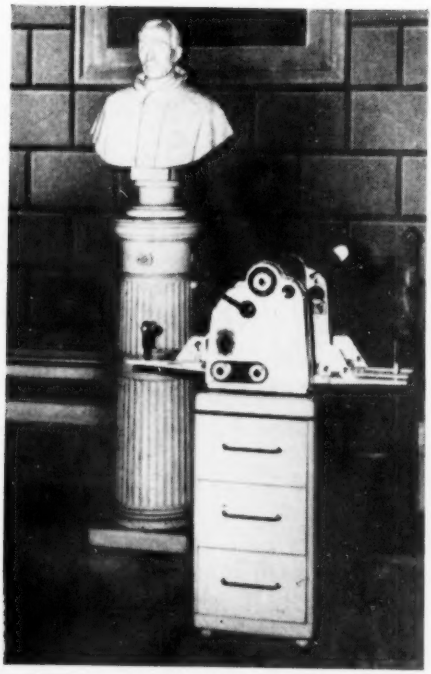
Camera!



A Gestetner Model 260 Duplicator, finished in Papal colors, was presented to the Vatican by the manufacturer in commemoration of the centenary of the birth of David Gestetner.

R. M. Dering, Gary Office Equipment Co., and Dorothea Coover, Gary National Bank, Gary, Ind., inspect one of five Meilink Steel Safes with roller shelves for ledger trays in the bank's bookkeeping department. Bank saved space by buying safes instead of building a vault for records.

Jack Paar, NBC television comedian, uses two Rex Recorders (one at home and one in his studio office) to dictate ideas and gags. Jack bought machines after using one rented from American Dictating Machine Co., New York, in a singing scene on the Jack Paar Show.

New office building of American Investment Co. of Illinois at St. Louis, Mo.

An Ultra-Modern Office Building

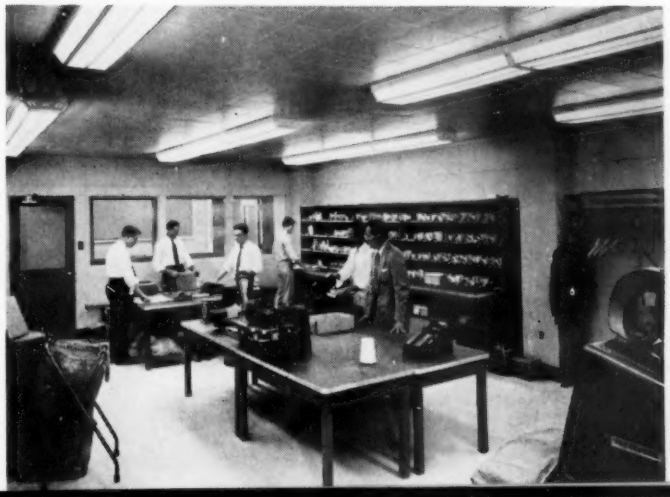
Purchasing department on the second floor of the new building which has a total of 61,542 sq. ft. and cost $1½ million. Glass covers 65% of the exterior of the three-story structure; the remainder being vinyl-coated concrete, stainless steel and stone. The building's V-shape allows minimum sun penetration in summer, maximum in winter.

The statistical department is also on the second floor of the air conditioned building which is wired for music. Ceilings are acoustical tile, floors are asphalt and vinyl tiles.

American Investment Company's accounting department on the second floor of its new building. Employee cafeteria and 250-seat auditorium are in the basement. Building is occupied by nearly 200 clerical employees.

Another section of the accounting department and the controller's staff. Other departments on the second floor are tabulating and advertising. Executive offices, on the third floor, open onto a terrace.

The service department (at right) and personnel department are in the basement. The former fulfills a variety of functions but is chiefly concerned with handling the large volume of mail.



Skin divers Mel and Dolores Fisher of Redondo Beach, Calif., suggest office operations under water this month. They are shown using a Clary Adding Machine.

The Maumee County Courthouse, Toledo, Ohio, uses Convoy Storage Files for active records. They made a simple base of 2 x 4 and 1 x 2 lumber covered with plywood and painted gray to match the files. Toe space was allowed at front of base.

R. Marlin Perkins, director of Chicago's Lincoln Park Zoo, uses a Crescent tape recorder to build a library of animal sounds and calls. Mr. Perkins and the orangutans are well known to TV viewers of Zoo Parade.

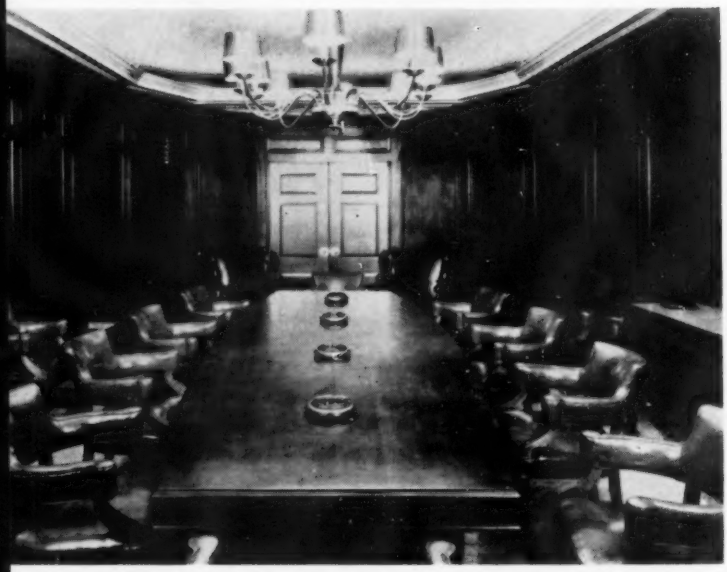
Control console of the Remington Rand Univac computer in Sylvania's data processing center which processes data on market research, sales statistics, billing, payroll, inventory, scientific and engineering problems.

Sylvania's Data Processing Center

With the opening of its 50,000-sq.-ft. data processing center in Camillus, N.Y., Sylvania Electric Products, Inc., has "the only existing concept of a company tied completely together from a communications and data processing standpoint, with the data processing function in its own centralized facility," said Don G. Mitchell, Sylvania chairman and president. Wire facilities link Sylvania's 45 plants, 19 laboratories, 27 sales offices, 17 warehouses, ten divisional headquarters and executive offices.

Quarter-ton Uniservo units read and 'rite information on magnetic tapes while the computer does the 'rithmetic at Sylvania Electric Products, Inc.

Consolidated Edison Co. has installed Ebbtone acoustical ceiling tiles in its New York machine accounting offices and conference rooms. Ebbtone, made by F. E. Schundler & Co., Joliet, Ill., has 81% light reflectance and its noise reduction coefficient rating is .75 at 500 cycles. It contains foamed magnesium produced by Westvaco Mineral Products Div., Food Machinery & Chemical Corp., New York.



The board of directors' room of Carter Oil Co. in Tulsa, Okla., showing conference table and chairs made by Carlton-Surrey, Inc., of Grand Rapids, Mich.

it's more than a refinement...

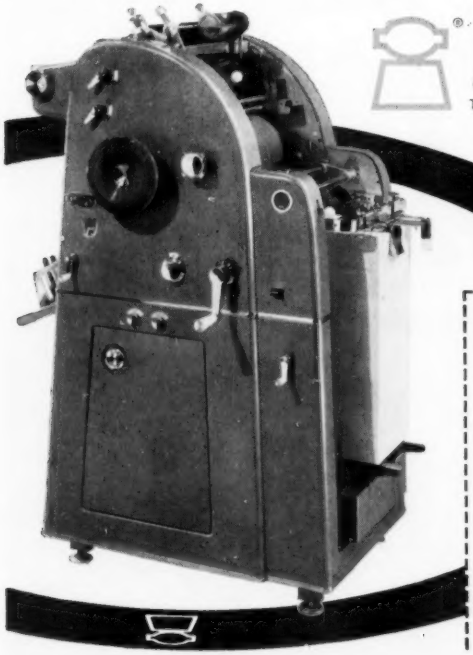
...that now makes it easy to keep offset copy quality high

Many refinements have been made in offset duplicators, but experienced operators will be the first to tell you that, lacking sufficient controls, it has not always been easy to maintain good copy quality within reasonable time limits.

To answer that problem, the A. B. Dick® offset duplicator, Model 350, provides precise Aquamatic control. With just one simple setting, you can be sure of top quality copies because you have uniformly exact control of ink and water.

For more information—

—simply mail the coupon below. Or, for a complete demonstration, call your A. B. Dick Company distributor. You will find his name listed under Duplicating Machines in the classified section of your phone book.



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THE FIRST NAME IN DUPLICATING

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5700 Touhy Avenue, Chicago 31, Illinois

Without obligation please send me more information about the new A. B. Dick offset duplicator, Model 350.

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Address_____

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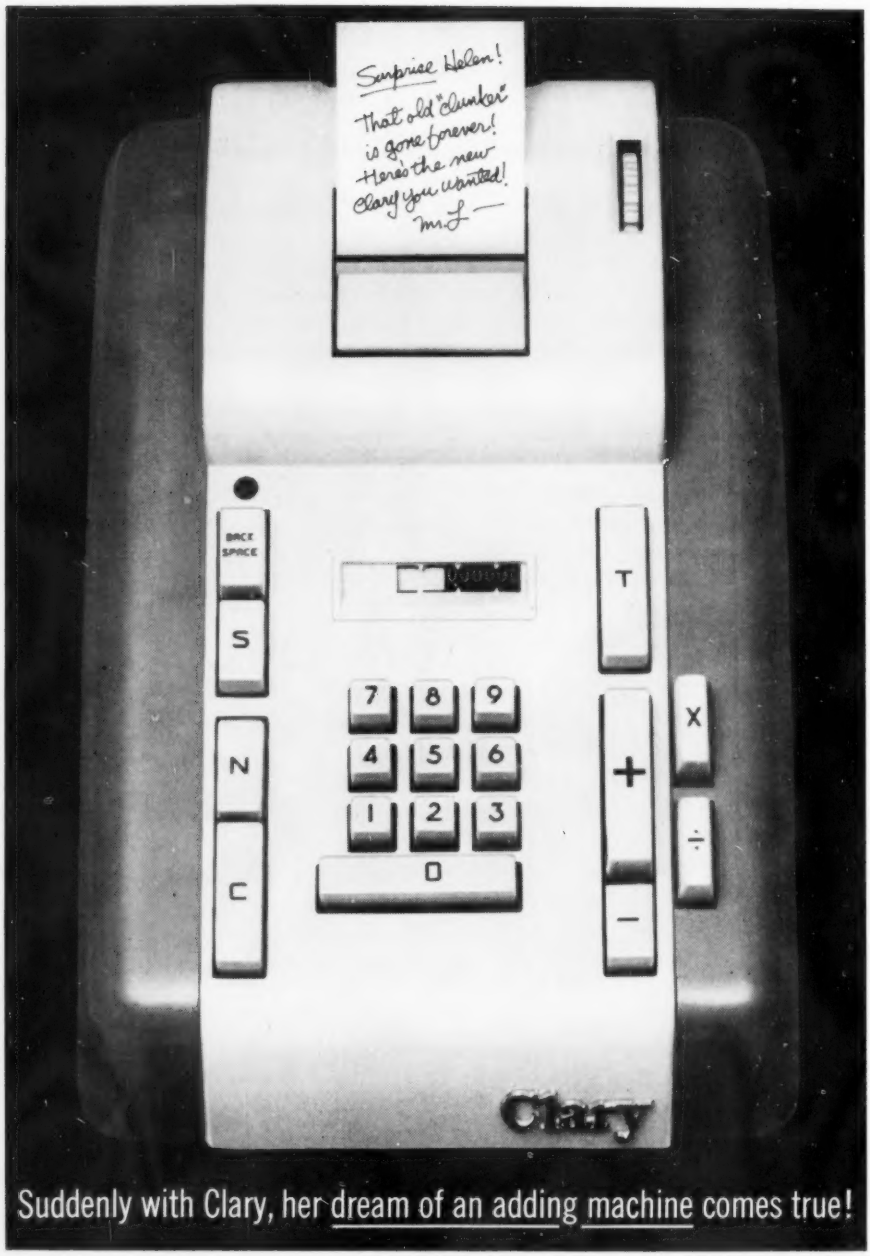


For More Information Circle No. 199

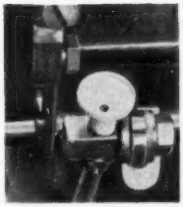
INSERTING and MAILING MACHINE

designed for the future...

Today!

25 years' outstanding performance built into today's "Push-Button" Mailing Equipment.

Because Inserting and Mailing Machines were designed from the very beginning for growing business operations and precision engineered for peak efficiency, economy, production and long service life, many of these early models are still performing outstanding service.



Vacuum Feed System—*assures positive work-flow at high speed — eliminates jamming and wear caused by friction.*

Today's Inserting and Mailing Machines incorporate the most advance-design automatic controls and vacuum feed systems . . . insure positive accuracy and continuous work flow at speeds up to 4,500 pieces of completely processed mail per hour. Inserting and Mailing Machine requires *only* one operator while performing all seven of these operations: gathers up to 8 different size enclosures, stuffs envelopes, moistens and seals envelope flaps, meters postage or prints indicia, counts and stacks finished mailing pieces.

Write today for: details on latest models, convenient term payments, literature or a demonstration.

INSERTING AND MAILING MACHINE CO.
PHILLIPSBURG, NEW JERSEY

GATHERS ENCLOSURES | INSERTS INTO ENVELOPE | SEALS ENVELOPE | PRINTS POSTAGE INDICIA | COUNTS & STACKS

INSERTING AND MAILING MACHINE CO., Phillipsburg, New Jersey O-8

☐ Send descriptive catalog. ☐ Arrange a demonstration.

We mail .....M per .....

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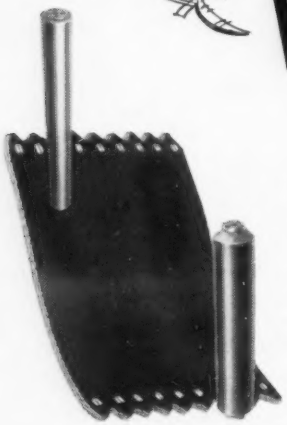
Firm .....

Address .....

City ..... Zone .... State .....

For More Information Circle No. 241

The winning set!



When you put a set of these rollers or blankets on your machines, you immediately step up the quality of the jobs you can turn out. They do a better job because they are *different*—from coating to core. Each Mercury product is as precisely made as a fine watch and durable as elephant hide. They are made exactly like the rollers and blankets used for the heaviest equipment in commercial printing and lithographic plants.

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IMPORTANT: There Are NO OTHER Rapid Roller Company Branches or Factories

For More Information Circle No. 198

If you do any stapling ...you need Staplex!

AUTOMATIC ELECTRIC STAPLING . . . AT ITS MONEY SAVING BEST!

A Necessity IN MODERN BUSINESS!

Staplex

Completely automatic . . . Both hands free to gather and feed work. Stapling position always visible. No exposed moving parts . . . safe . . . foolproof!

Fast . . . One person does the work of ten with STAPLEX . . . Portable . . . Plugs in anywhere!

- Here is the modern, time and money saving way to staple. You merely insert the work and in a split second STAPLEX does all your stapling . . . efficiently . . . perfectly!
- Time-tested, there are thousands of STAPLEX machines in profitable use in all kinds of business and industry throughout the world. Pays for itself in no time.
- Let us prove that savings of 70% and more can be yours with STAPLEX . . . . . .

A free demonstration of the STAPLEX doing your work . . . saving your money will convince you!

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Kodak introduces the world's most versatile copier

at 1/2 the price you'd expect to pay

THE NEW VERIFAX *Signet* COPIER...only $148

Now . . . no reason for even the "one-man" office to waste hours on retyping, dictation, *waiting for copies.*

New Signet gives you all the extras Verifax copying has brought to thousands of offices...quickly pays for itself.

• Makes 5 copies in 1 minute for 2½¢ each • Copies legal-size papers, 2-sided records, news items—what have you? • Picks up signatures—everything is photo-exact • Gives you copies on white letterhead-type paper, pre-printed office forms, card stock and film base • Makes an offset plate in 1 minute for less than 20¢, when low-cost adapter is used • Brings you 101 short cuts.

Get all the facts on new Signet

Free folder describes this remarkable $148 copier in detail; also gives facts on complete line of Verifax copiers.

MAIL COUPON TODAY

EASTMAN KODAK COMPANY, *Business Photo Methods Division*
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Gentlemen: Please send free Signet folder, "Short Cuts" booklet, and names of near-by dealers. No obligation. 213-8

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Kodak
TRADEMARK

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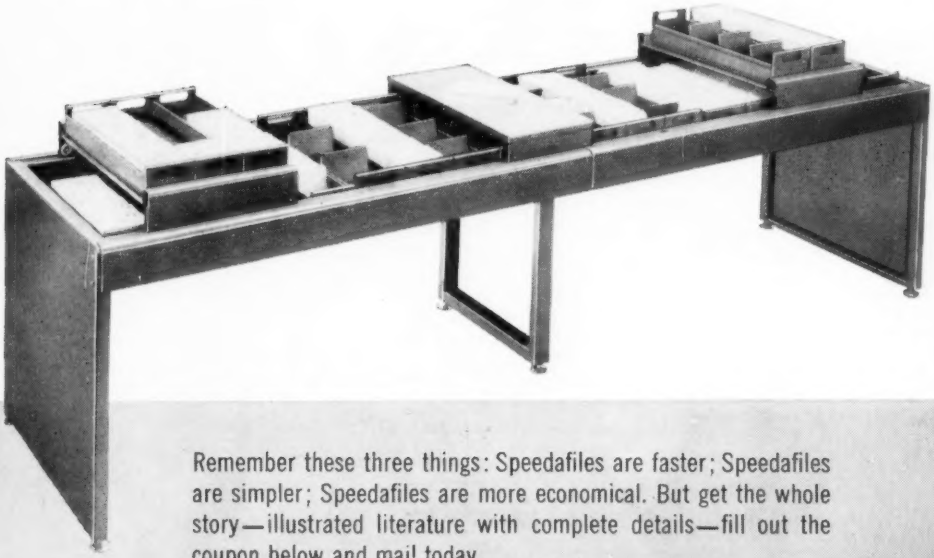
INSTANT CARD RECORD AVAILABILITY

The fastest reference is Speedafile reference—direct from operator to card. Speedafiles are the fastest, simplest, most economical active card reference or record files.

Now with MOBILE TRAY CARRIER, shown above at left and right, thousands of additional cards are instantly available to operator in the same floor space. Capacity increases as much as 60%. Optional CENTER LEG enables you to join, as shown in photo, two or more Speedafiles in one operating unit.



Remember these three things: Speedafiles are faster; Speedafiles are simpler; Speedafiles are more economical. But get the whole story—illustrated literature with complete details—fill out the coupon below and mail today.

TAB
PRODUCTS CO.

57 Post St., San Francisco 4

MAIL COUPON TODAY!

Tab Products Co., 57 Post Street, San Francisco 4.

☐ Send complete information on Speedafiles.

☐ (FOR PUNCHED CARD USERS) Send Catalog 7 describing your complete line of tabulating accessory equipment.

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new hand cleaner

protects that "just manicured" look

FLOATS OUT HECTOGRAPH, RIBBON, CARBON, INK STAINS—GENTLY, SAFELY!

Delicate Lemon Fragrance
SMART PLASTIC SQUEEZE BOTTLE

Clean Hands gently removes stubborn office stains—including hectograph dye—without resorting to harsh abrasives and solvents. Your girls will thank you because it ends "chemical hands" and cracked cuticles . . . ends scrubbing, too!

When *Clean Hands* is applied before starting the office day, annoying stains can't set. Grimiest grime rinses away effortlessly.

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Send for this free sample bottle. Just fill in and mail with your *company letterhead*.

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Fill in and send with company letterhead.

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For More Information Circle No. 210

NEW Books

***MICRORECORDING—INDUSTRIAL AND LIBRARY APPLICATIONS** by Chester M. Lewis & William H. Offenhauser Jr. Interscience Publishers, 250 Fifth Ave., New York 1, 468 pp., $8.50.*

Describes a microrecord program for records retention to meet business and legal requirements. Covers disaster and war damage controls, copyright problems and costs of microrecording. Includes descriptions of available types of records systems and equipment. Tables compare the various techniques, and there are lists of commercial processors and ASA standards. There has been need for an up-to-date work on this subject and this book should answer many of the questions being asked by business executives.

***TYPEWRITERS UNLIMITED** by C. LeRoy Jones. Rocky's Technical Publications, Box 2216 National Station, Springfield, Mo., 75 pp., $3.*

A concise, illustrated history of typewriters which lists the 390 different makes that have been manufactured since 1873.

***THE DOLLARS AND SENSE OF HUMAN RELATIONS IN INDUSTRY.** Industrial Relations Newsletter, 230 West 41st St., New York 36, 75 pp., $3.50.*

Recognizing that worker morale is a key factor in productivity and profits, this book outlines some recent developments in human relations and shows how to apply them to company operations.

***MICROFILMING OF RECORDS, ARMY TECHNICAL MANUAL 12-257.** Government Printing Office, Washington 25, D. C., 91 pp., 50 cents.*

Describes how to equip, staff and operate a microfilm project for proper and economical operation in record keeping. Ask for Catalog No. D 101.11:12-257.

Have You Heard About . . Have You Seen

CONVOY "Chem-Board"*

RIGID, PERMANENT, INEXPENSIVE

record storage FILES

Chem-Board Storage Files are permanent. They cost and weigh about 50% less than steel; cost less than some corrugated paper files. They're shipped assembled, ready for use.

NOW—smooth, staple-free fronts make them suitable even for "front-office" use.

Available in letter, legal, check, deposit slip, tab card and many other sizes.

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For More Information Circle No. 306

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PARKWAY PHOTOCOP PENS FOR ALL COPYING MACHINES

30¢ each $3.00 per dozen
(QUANTITY DISCOUNTS)

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· BALL POINT PENS FOR INDUSTRY ·

For More Information Circle No. 307

With just three girls, Will Ross Inc., Milwaukee, Wisconsin, maintains accurate inventory control over 10,000 fast moving items located in three widely separated warehouses. This amazingly high production resulted from the installation of three, 4,000-card capacity, electrified Robot-Kardex units.

Through highly efficient mechanization with Robot-Kardex, the management of this growing company solved several major problems. They eliminated the time consuming searching through banks of manually filed records; solved a serious personnel turnover problem; avoided department personnel growth and automatically provided for future expansion.

How Will Ross Inc. handles increased volume without adding personnel is explained in the brochure CH947. A second brochure, KD505, covers many additional money saving advantages of Robot-Kardex.

send for your free copies today!

Remington Rand
DIVISION OF SPERRY RAND CORPORATION

ROOM 1815, 315 FOURTH AVENUE
NEW YORK 10, NEW YORK

For More Information Circle No. 236

How to Produce an EMPLOYEE HANDBOOK

ROBERT C. FOUHY
Missile Section, Bendix Products Division, Bendix Aviation Corp., Mishawaka, Ind.

ANY DEFINITION of an employee's handbook, company manual, personnel instruction book, or whatever else you choose to call it, would probably be something like this: An employee's handbook is a condensed gathering of all the policies, rules, benefits, privileges and customs of a business firm, industrial plant or office as related to the employees of the establishment. It may range from a duplicated folder to an expensive color booklet, depending upon the needs and size of your organization.

Generally speaking there are few firms that cannot profit from the issuance of an employee's handbook. Even small firms with 50 or so employees will find that such a book will serve as an excellent method to relieve the countless questions, misunderstandings, bickering and arguments that can arise when employees try to interpret the privileges, benefits and customs of the place where they work. In small firms, the answers to these questions are expected to come directly from the president or owner. A careful explanation in even the simplest booklet or brochure will save hours of time and many headaches. These savings are multiplied many hundreds of times in large organizations.

You can expect the publication of your firm's policies and employee benefits in pamphlet form to result in these immediate benefits:

1. GOOD WILL: Employees will consider that they have been given a greater participation in company planning and policy through knowing positively what they can expect from the company.

2. LESSENING OF MISUNDERSTANDINGS: A good handbook will answer 90% of employee questions about their relations with the company, and direct their questions on the remaining 10% to the proper channels.

3. FIRMLY ESTABLISHED POLICIES: The mere act of gathering scattered policies, plans, benefits and customs under one cover makes their review and reconsideration valuable at the time, refreshes management's viewpoints on employer-employee relations and provides a handy, published record of policy to be consulted when further advances in this direction seem necessary.

All sizes of firms have employee handbooks. Small department stores, advertising agencies, tool and die shops, taxi firms, and small grocery chains are some that may be mentioned here. True, many of these have relatively small books—some just issue a few duplicated sheets stapled together—but all feel the value of an employee handbook. On the other hand, one would be hard put today to find any of the country's largest corporations that do not have sizeable company handbooks.

While the request and need for an employee handbook may come from any department head and be felt necessary by a large segment of the employees, the initial decision to produce the book must come from either top management, personnel or the office manager. Once this step is taken a short conference with the personnel manager and office manager will serve to establish the coverage of the book, its rough size, and the type of book wanted. At this point, if your organization employs both salaried and hourly workers, you will want to determine whether you should have a book for each class or a combination book for both. Such a decision is entirely dependent upon the policies and make-up of a particular firm and cannot be covered in this article.

Now the project can be turned over to the people who will actually do the work of putting out the handbook. In most firms the personnel and advertising or publications department will be asked to work together in the production of the book.

Many firms find it useful to get out a quick, simple booklet primarily as a pilot model to test employee reaction. This is an excellent way to avoid the expense of an ambitious book containing too little information as well as one which is too detailed. Such a brief book, put out in a short time, can serve for six months or so while efforts are concentrated on a more expensive, more comprehensive handbook.

Writing the copy for the handbook need not be difficult once all sources of information such as administrative memos, personnel announcements, insurance handbooks and general information notices are gathered on your desk. Arranging those bits and pieces of information by types of interest and action will quickly give you a rough outline of your book. A more formal one, like the one shown a little later in this article, can then be written.

A sample group of employee handbooks from many different firms may be obtained by your personnel manager if he requests them from American Management Assn., 1515 Broadway, New York 36.

A double spaced rough draft of the copy you want in your book should be prepared next. It's good at this stage to include most everything you can think of, even a few "wild" ideas you know won't take right now.

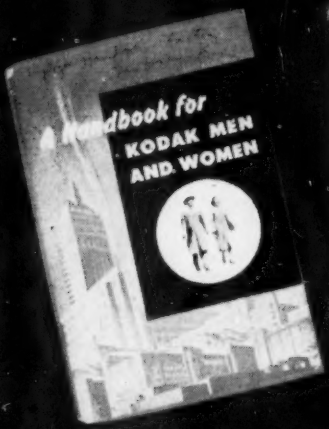
A thorough review of the copy is now most important. The employee handbook will definitely represent the company to most of your employees. For many of them, this will be the closest they will ever come in contact with top management. Thus, it is necessary that no misinterpretations, serious omissions, or too wide privileges appear in your book. So make sure that the personnel manager, office manager and the general manager or his staff actually read through your copy and approve it before you go on to the preparation of the final draft, comprehensive dummy booklet (showing, actual size, just how your book will look with sketches of illustrations to be used) and final artwork.

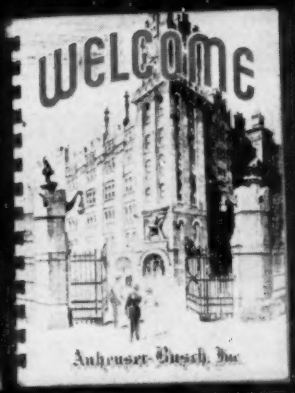
Printing of the book may be handled by your own printing plant or jobbed out to a printer. In either case you will probably have to allow about three to four weeks for printing time, if your book is average size.

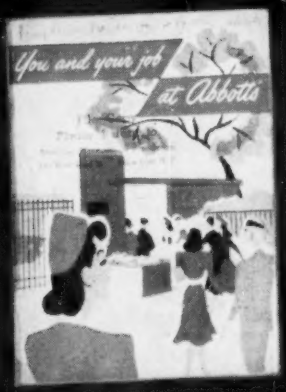
Employee handbooks can be exhaustive in their coverage of your company's policies or just merely skim the surface, listing basic rules and programs but requiring all employees to contact their supervisor for more details. Suggestions for the contents of a typical book are given below.

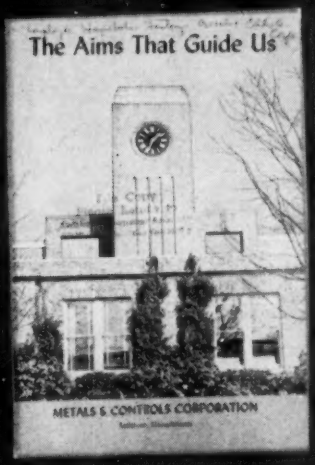
A word should be said here about the tone of your book. The viewpoint and degree of warmth with which the copy of an employee handbook is written are as varied as there are different company handbooks to illustrate the point. Some companies set the tone of their book by the warmth of the introduction which is generally written by the president or general manager. Your book may have a warm, almost father-to-son approach, or it may be cold, almost legal. Judging by the many employee handbooks the author has seen, the average one is written in a friendly, interested, helpful tone. Very little of the vernacular, slang or jive talk is used in most books.

Deciding the format (overall style of a printed publication) of your handbook is a task for your art director. He'll design either a simple or an expensive format depending on how much money you allow him to spend. Quite useful and attractive handbooks can be made at reasonable cost through the combination of any of the modern paper display types (such as Fototype), and regular or Vari-Typer typewriter type

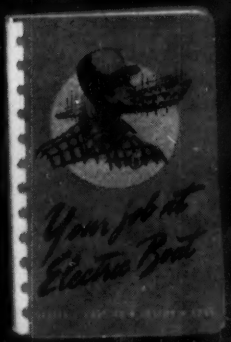








Samples of the employee handbooks of several large corporations.



OUTLINE FOR AN EMPLOYEES HANDBOOK

I. Letter of introduction or welcome from general manager.

II. A short historical sketch of the company and its products or services.

III. What the future with your company offers.

IV. The Work Day.
- a. Starting times.
- b. Time Cards.
- c. Overtime.

V. Your Pay Check.
- a. Payroll deductions.
- b. Cost of Living Adjustment.
- c. Merit Reviews.
- d. Personal Records.

VI. Absences.

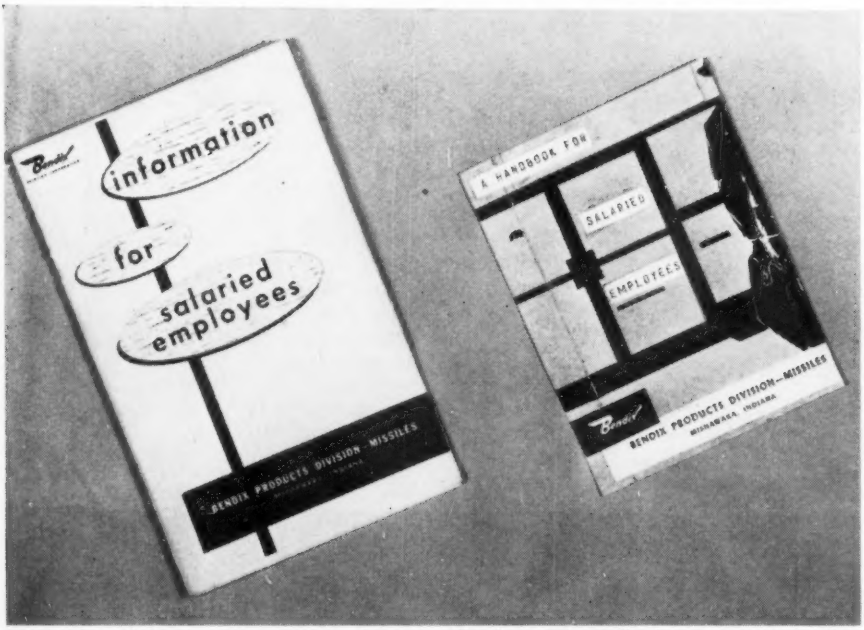
VII. Keeping Posted.
- a. Security.
- b. Bulletins.
- c. Badges.
- d. Package Passes.
- e. Safety.
- f. Suggestions.

VIII. Your Benefits.
- a. Vacations.
- b. Group Insurance.
- c. Excused Absence.
- d. Retirement.
- e. Medical Service.
- f. Cafeteria.
- g. Parking.
- h. Employee Purchases.
- i. Travel Accident Insurance.

IX. General Services.
- a. Lost and Found.
- b. Expense Accounts.
- c. Personal Phone Calls.
- d. Mailroom Regulations.

X. After Hours.
- a. Clubs
- b. Sports and Teams.
- c. Social Events.
- d. Annual Events.

XI. Boost your company — a few paragraphs to urge your employees to have confidence in their firm.



The book at left is a temporary employee handbook issued to fill the gap until the final publication (artist's dummy at right) can be produced.

faces. A few negatives made of the paste-up of these items and a simple, low cost offset metal or paper plate, allows the job to be run off on your office offset duplicator. You will have a neat, well done booklet at small cost.

On the other hand, much time and effort can be put into a well laid out and illustrated handbook, with body copy and headlines set in printer's type and the whole printed on fine paper in colors by your local printer. The resulting book will be a piece that you'll be proud to hand to your employees.

The word content of your book will be the job of your copywriter, personnel department, or publications group. In general, there are three styles of writing to be adopted:

Formal: Brief, short sentences, containing minimum information. Suitable for small firms with few rules or for the first issue of a company handbook.

Informal: Warm, sometimes breezy style of writing sprinkled with amusing cartoons. This style of booklet may be expensively done and is suitable for large insurance office, advertising agencies and service type organizations.

Exhaustive: Friendly style of writing with copy covering every possible employee-employer relation. The book is generally well illustrated with artwork, photographs, pull-out pages; may be printed in two or more colors, and is suitable for large corporations.

A typical outline for an employees handbook appears opposite.

When your book is delivered from the printer, it is a good idea to make immediate distribution to all current employees. Through one means or another most of them will have heard that such a book is in preparation and each will be anxious to see a copy. Many employees, even those of long service

with your firm, may find in it something that they did not know.

Naturally, all new employees will receive a copy of the handbook as part of their indoctrination program or upon their first day of work. Some firms make a practice of giving a copy of the employees handbook to selected prospective employees, on the theory that a better knowledge of company policies and benefits may help to influence them to accept an offered position.

Once your handbook has been printed and issued, don't forget it and go on year after year reprinting the same booklet. As you well know company policies are always changing. Periodically you will want to bring your handbook up-to-date. A quick review of the old book, some bits of new copy, perhaps some newer photographs, and your handbook will be current again.

Don't let the length and details of this article discourage you from starting out on your project to produce an employee's handbook. Many of the details here will fall quickly in line when once you begin. Just the mere gathering of basic information, administrative memorandums, insurance handbooks, and a few minutes thought about what your company offers its employees, will suggest many ideas to you. Naturally small firms will find the job easier to do, but larger firms have sizeable advertising or publications staffs which are well able to handle adequately the more complicated big company handbooks. The important thing is to get started!

Some employee handbooks produced by different divisions of the same firm.

Palm Beach Co. Expanded Files But Reduced Personnel

JOHN G. CRAVEN
Office Manager, Palm Beach Co.
Cincinnati

PROBABLY every major industrial advancement has been accomplished over the formidable opposition of a group of informed skeptics who pronounced the feat impossible before it was tried. Goodall Sanford, Inc., had to contend with its share of skepticism upon the initial marketing of Palm Beach suits back in 1931. But the story has a happy ending. The international acceptance and reputation of Palm Beach garments gets this point across eloquently. For a number of years now, Palm Beach Co., a Goodall-Sanford subsidiary with headquarters in Cincinnati, has been the world's largest manufacturer of specialized clothing.

However, the story of Palm Beach suits did have a bleak start. The original 1931 crop of suits have been described accurately as having looked like "misformed strait jackets." Confusion in inventory control and storage methods created a situation where it was a rarity to have an order filled properly. In its initial venture as a clothing manufacturer, the firm, which had established itself as one of the country's leading producers of cloth, lost a full million dollars. Back in 1931, that was an awful lot of money.

Despite this initial setback, however, Goodall-Sanford executives, under leadership of Elmer L. Ward, president of our organization, decided to organize things a little better and give the business of clothing manufacturing one more try. One of the reorganization measures for the 1932 season was the hiring of Jerome Giuseffi, who is still our chief designer. Other measures concentrated on management controls over factory production and dealer service.

Methods and systems, which would achieve the confidence of clothing dealers and the general public, were given a primary place in the long range program of building the prestige of the company. Although these programs had to be tailored to our tight financial means, in those years we never compromised with our goal of setting up administrative systems which would be sound enough to grow and expand with the company.

A good illustration of this point can be seen in the operation of the department which handles correspondence relating to orders from the thousands of dealers who handle Palm Beach suits. At our current operating pace, approximately 1,500 pieces of correspondence

Using a MultiSort to breakdown documents before filing correspondence at Palm Beach Co.

a day move in and out of the files of this section.

Since 1931, our correspondence order files have been arranged under the Remington Rand Variadex system, using two important principles: straight line filing and color identification for alphabetic sequence. This adapts itself both as an efficient working method for alphabetic filing and as a system which is especially easy to expand with the growth of a business.

Under the straight line filing procedure all guides, dividers and folder labels are cut to fall into straight lines according to the filing breakdown they represent. If extra folders or guides are added, there is no need to upset any pre-arranged method, as happens when file markers are staggered. The colored labels and tags of the system represent breakdowns into five alphabetic segments. They are used to refer to second and successive letters of a name to facilitate searching and filing.

This system proved adequate with dividers breaking the alphabet into 500 divisions. Filing work was pre-arranged at a working position equipped with two MultiSorts. These units are made up of visible margin leaves attached to a sliding unit, which enables the clerk to bring the dividers for the section of the alphabet on which she is working directly in front of her.

By 1950 we had grown too big for our 19-year-old filing facilities. Moreover, the work of our order correspondence department had grown more important following the introduction of Palm Beach suits made partially from synthetic fibers.

It has become a common practice for dealers to address our company briefly: "Please send me two suits as described in your letter of . . . " Orders placed in such an informal manner are, in themselves, an evidence of dealer confidence, and in turn must be justified through a filing system which can find the documents required as they are needed. Because the value of our filing method has been satisfactorily established over a period of years, it was relatively simple to enlarge its capacity when the workload required. We merely replaced our 500 division guides with new ones which break the alphabet into 2,000 divisions. These added breakdowns have helped greatly to speed filing and searching.

In expanding the system, we also elim-

By modernizing its equipment and expanding its facilities, Palm Beach Co. files almost double the amount of correspondence with one less person. About 1500 pieces are handled daily.

mated old wooden files which had been originally set up, and replaced them with five-drawer steel filing cabinets. This move, of course, gave us 20% more file space in the same floor area. In addition, we also gained increased efficiency through the compactness and smooth operation of our new files.

A good idea of the increased efficiency made possible through this relatively simple expansion of our filing equipment can be seen in the fact that the department is now operating with one person less than was required formerly. This reduction in working time has been accomplished in the face of an increase of total correspondence. During peak seasons today, the workload is almost double what it was in 1950.

These savings are especially significant because no special personnel training or orientation were necessary. Our file clerks follow the same basic procedure they have since 1931. This is the real test and payoff for long range management planning.

File guides and folders are arranged in a straight line in the Variadex system so the addition of guides and folders does not upset the file.

Office Machine Servicing Practices

A SURVEY of office machine maintenance practices, conducted by the research committee of the Boston chapter of National Office Management Assn. brought forth the following comments from the committee:

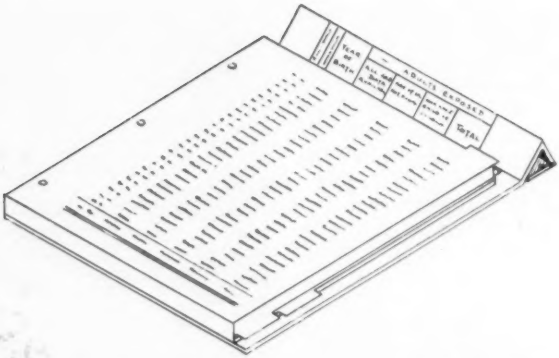
Service contracts appear to be the most popular method of maintaining office equipment in all size offices, but it is also the most expensive in terms of actual maintenance costs.

Calling for service only as needed appears, in general, to be the least expensive, and this practice appears to have no adverse effect on the life of the machines.

Only the larger offices maintain their own machines with their own mechanics. This practice results in sizable economies over service contracts, but it is applicable only in larger offices (115 employees was the smallest number reported in any office having its own maintenance force, but the average number of employees in such offices was over 1,000).

The committee directed attention to the large numbers of manual typewriters (4,049), electric adding machines (688), and calculators (894) which are on a no-service-contract basis at a sizable savings in maintenance expense. Maintenance costs alone, however, should not be the sole factor in determining maintenance policy. The number of hours machines are in use each day, quality of work produced, initial cost of the equipment, and effect of the maintenance policy on trade-in values also must be considered.

Some companies, not having full maintenance contracts, pay for annual or semi-annual inspection service at hourly rates. This seems a suitable compromise.



Backing Boards for Stock Tabulating Sheets

L. E. GRIFFITH

Hospital Care Association, Inc., Durham, N. C.

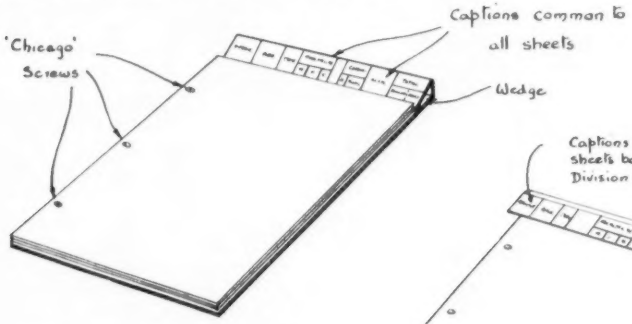
THE CREATION of machine printed tabulations often brings up the problem of placing captions on the pages of tables. Sometimes there are many pages to be headed and a number of time-saving expedients have been adopted. A fairly common one is that of having stick-ons printed with the proper captions to be stuck on each sheet. There are many other arrangements but each, to our knowledge, is strictly limited in its application. In practically all cases they can be used, one way or another, for tables routinely required. Their limitations become more apparent when the tabulations are a one-shot affair or done infrequently and carry minor modifications from time to time. Apart from this, however, additional expense is involved in printing the stick-ons and many of the other expedients are either messy or piddling to use.

Recently, we prepared in our machine room some 300 sheets of tabulations, comprising three separate subjects, for a special Blue Cross exposure and claims study. As always, when using stock tabulating paper, the question arose of heading each sheet individually. To avoid a long and tedious job, we designed and made up three backing boards. Each board held the headings or captions appropriate to the particular subject. By fastening the sheets of tabulations to the backing board with three Chicago screws, the one set of headings served all the sheets as they were read and the pages turned over. Sketch 1 illustrates the layout and construction of the backing board. The height of the wedge shape containing the captions was determined by the combined thicknesses of the tabulated sheets and the backing board. Owing to the standard sizes of tabulating stock paper, such boards as these should find a ready market amongst machine people. Even we would buy them.

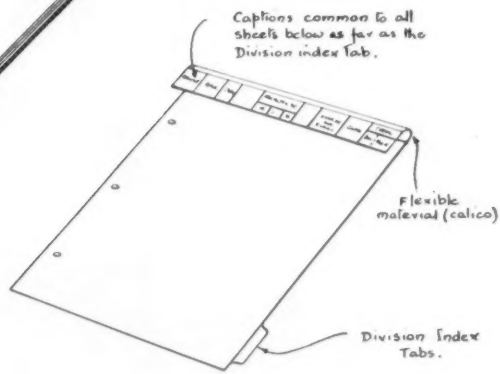
To take the matter one stage further, we have now designed for all our registers, when stock tabulating paper is used, a simple series of index cards containing the main features of the backing boards. The cards serve to indicate the separate divisions of the register and also to provide the captions for each division. Examples of two types of index cards are shown in Sketches 2 and 3.

If the backing boards and caption

index cards were produced as a commercial product, we would suggest that they contain an additional feature. This feature might incorporate a lightly ruled spacing guide imprinted over the heading area. This would serve as a guide for ruling the containing lines for the captions; indicating clearly where the lines should fall in relation to the material printed on the stock tabulating paper. The spacing chart is shown in Sketch 4.

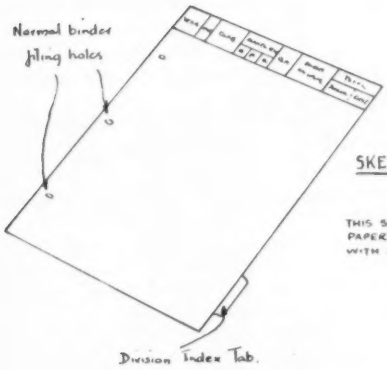


SKETCH 1 ~ 'BACKING' BOARD



SKETCH 2 ~ REGISTER DIVISION INDEX CARD

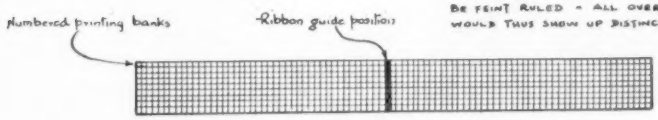
THIS STYLE FOLDS BACK OVER THE FIRST SHEET IN THE SECTION



SKETCH 3 ~ REGISTER DIVISION INDEX CARD

THIS STYLE IS RIGID AND WHEN USED WITH STOCK PAPER OF STANDARD SIZE COULD ONLY BE USED WITH A SPECIAL SIZED BINDER.

ALL THE LINES ON THIS HEADING AREA, WHEN RECEIVED FROM THE SUPPLIER, WOULD BE FEINT RULED ~ ALL OVER RULINGS WOULD THUS SHOW UP DISTINCTLY.



SKETCH 4 ~ SPACING CHART 'HEADING' AREA

Tax Accounting in Sacramento County

AS REQUIRED by California law, the county assessor prepares the assessments and assessment rolls, and the board of supervisors establishes the tax rate. In Sacramento County, the county auditor extends the rate and the tax collector handles mailing and collections.

In 1945, the population of the 1,000-square-mile county was 175,000 and there were fewer than 70,000 taxable parcels of land. Currently the population is over 350,000 with over 115,000 taxable parcels with a total valuation, before exemptions of nearly $353,000,000; exclusive of over $46,000,000 public utility property assessed by the state. Despite this enormous growth, tax accounting is now done with less effort, in less time and with approximately the same number of personnel.

The procedure begins with the preparation of assessment rolls which are divided into a secured portion, or real property roll; and into an unsecured portion, or personal property roll. First installments for secured taxes are due Nov. 1. Unsecured taxes are mailed on the first Monday in March and are due ten days from date of notice.

Jim Hastings, auditor; Harry M. Wood, assessor; and Fred P. Archer, tax collector, guided development of Sacramento County's tax accounting system.

When preparing the assessment roll for secured taxes, names, addresses and property descriptions are Addressographed on the roll. Tax bills are prenumbered, and these numbers also are printed on the roll. The roll and tax bills are then written in one operation by Burroughs tax accounting machines which handle all computations automatically. Seven machines are used for secured taxes, two of which are used for the unsecured portion of the roll which is practically completed before the secured portion is started.

After the rolls are approved by the board of supervisors and the tax rates established, the tax is extended on the secured tax rolls and bills are written in the offices of the county auditor. Unsecured taxes, including billing and collection, are handled in the offices of the county assessor.

When writing bills for secured taxes, the tax rate and valuations are entered in the tax accounting machine. The amount of taxes by installments and by totals are automatically printed on the bill. A copy of the bill serves as the cashier's receipt for the collector's office. The tax roll is completed as a by-product of writing the bills.

Of 115,000 secured bills, about 40,000 contain single lines and the remainder involve more than one line. Each machine operator produces around 500 multiple line bills per day, or around 1,300 single line bills per day. About 300 different tax areas exist in the county, and each has a different tax rate.

Unsecured tax bills are prepared in five copies: the bill, a follow-up statement, a permanent record copy, an

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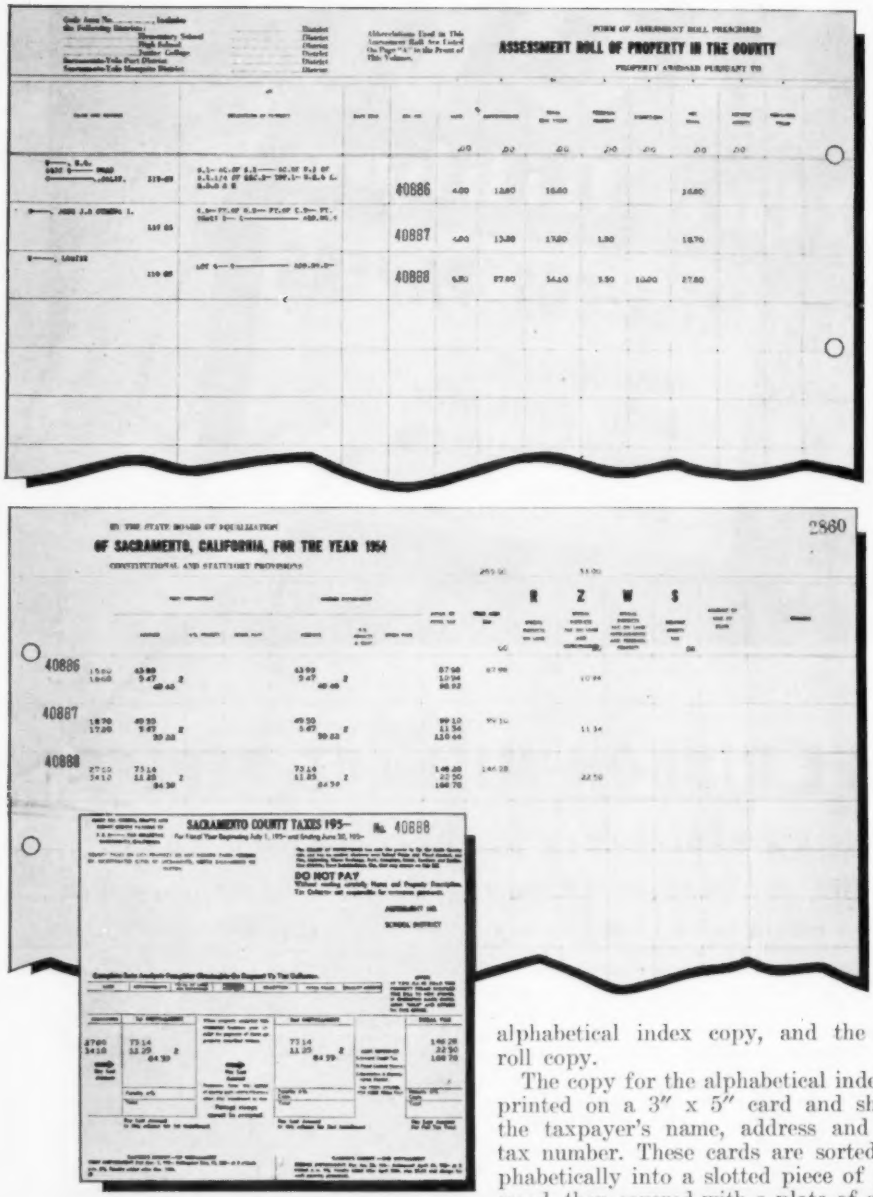

The tax roll is completed as a by-product of writing the bills for secured taxes.

alphabetical index copy, and the tax roll copy.

The copy for the alphabetical index is printed on a 3″ x 5″ card and shows the taxpayer's name, address and the tax number. These cards are sorted alphabetically into a slotted piece of plywood, then covered with a plate of glass and photocopied. This simple operation provides the legally required alphabetical

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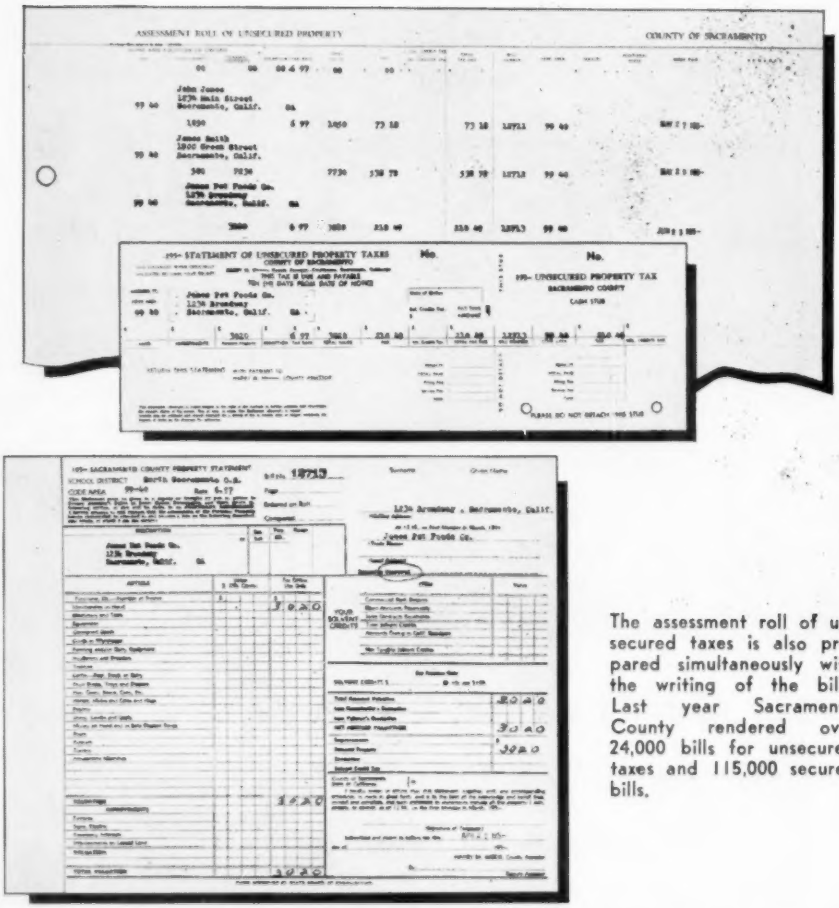

The assessment roll of unsecured taxes is also prepared simultaneously with the writing of the bills. Last year Sacramento County rendered over 24,000 bills for unsecured taxes and 115,000 secured bills.

index for unsecured taxes.

When writing the unsecured bills, the tax accounting machine operator lists the valuations, the tax rate and any solvent credits. Total of the tax and tax due are computed automatically. The roll is prepared as a by-product of the billing operation.

Valuation for unsecured taxes is obtained from property statements affirmed by each taxpayer. The reverse side of the statement contains the application for veteran's exemptions which are granted in California.

The 24,024 unsecured tax bills rendered last year were prepared by one machine operator over a period of about five months. During this time the operator also handled various miscellaneous assignments.

Because tax bills contain all the information the taxpayer needs, and because the information is neat, legible and simple to understand, inquiries and requests for explanations have practically disappeared in the tax collector's offices. About 90% of all payments are mailed in. Waiting lines outside

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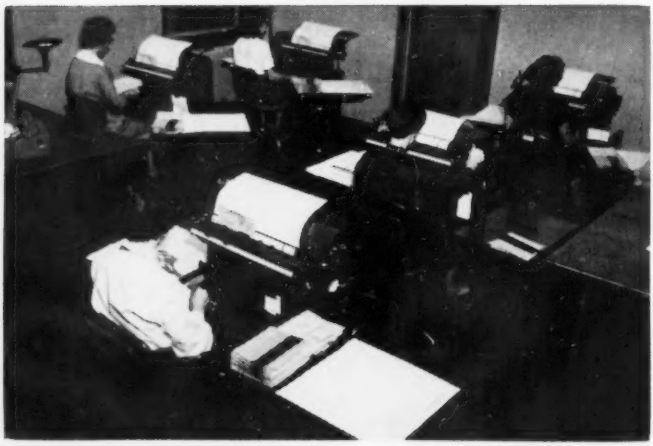

Preparing tax records for the County of Sacramento on Burroughs Tax Billing Machines.

cashier's windows also have disappeared.

As payments are received, they are checked for acuracy of amount, endorsed and deposited. The bill is stamped paid, the cashier's receipt is detached and the bill is returned to the taxpayer.

Speed, simplicity and flexibility are accented by the fact that each division has its specific responsibilities, yet personnel are aware of the overall system. For example, when preparing the assessment roll, the accounting machine operators are literally working for the assessor. When calculating and posting the secured tax roll, they are working for the auditor, and the resulting automatic preparation of tax bills benefits the tax collector.

The tax accounting system further serves as an excellent example of why Sacramento County can effectively meet such challenges as having 74 subdivisions with more than 4,000 homesites open within six months.

Herb McMorine (left), assistant assessor, and Alvin Rodda, supervisor unsecured tax department, in assessor's office where Sacramento County's unsecured taxes are billed and collected.

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A Handwritten System That Beat a Machine

HARRY L. MITCHELL, ***Vice President, General Aircraft Supply Corp., Detroit.***

IN THIS AGE of mechanization, a good right hand can still outdistance a machine in some paperwork functions if the system and forms are well designed. At first glance it might seem that going from a typewritten invoicing program to use of handwritten forms would be a step in the wrong direction. But doing just that has saved us a great amount of labor, helped improve service to customers and diminished error in preparation of invoices.

Not all of our invoicing was at issue in this system change—only that part which deals with over-the-counter sales at our Detroit headquarters. This amounts to nearly a fourth of our business, and a very important share so far as paperwork goes. We are distributors of aircraft parts in Michigan, Indiana, Ohio, Western Pennsylvania, and sections of Illinois. Our customers are operators of executive aircraft, airport operators, overhaul shops, training schools, airlines and private pilots.

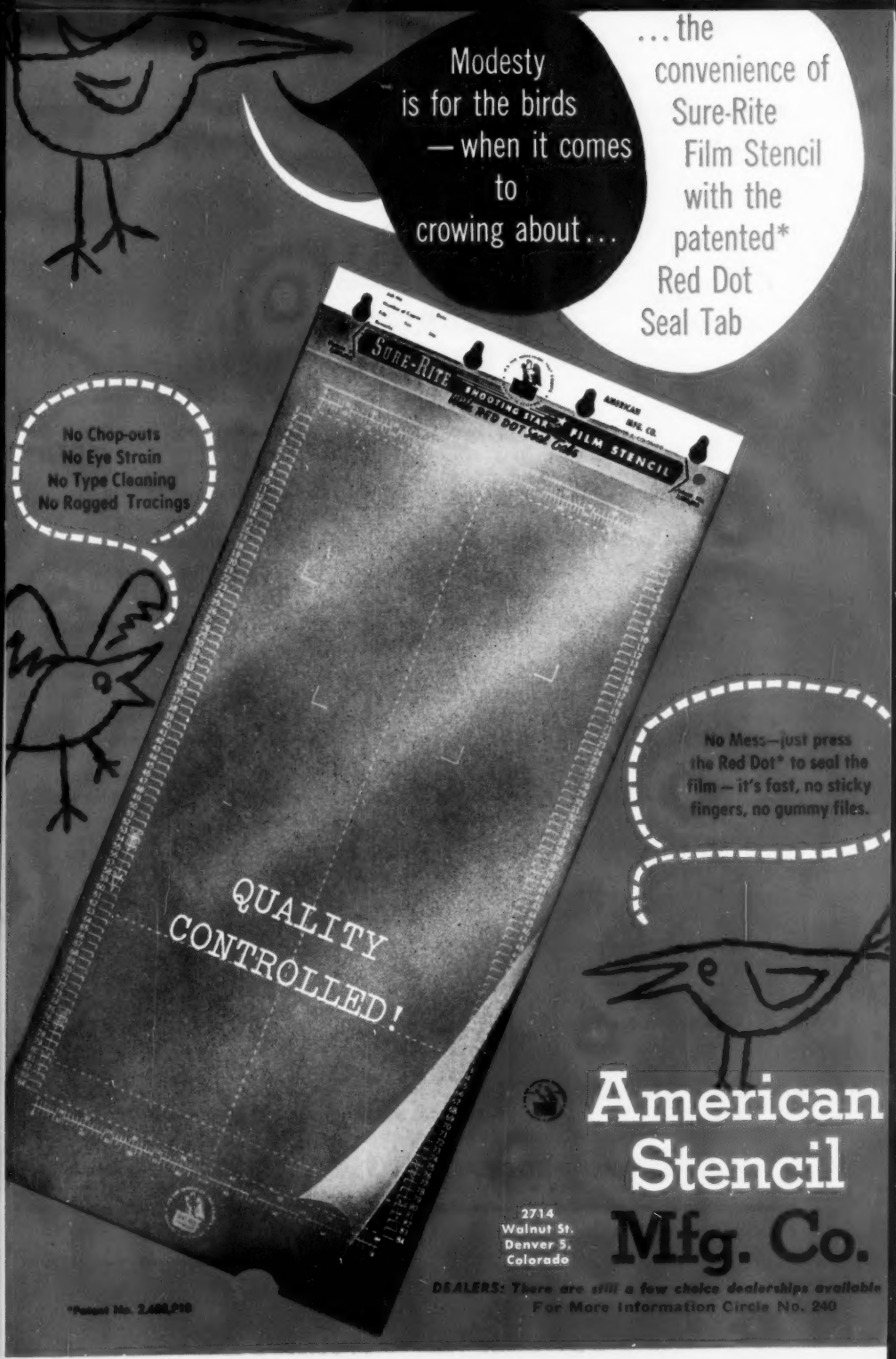
Our basic sales function depends upon four field men who fly the territory constantly, contacting each account every two to three weeks, writing orders or leaving blank forms for mail-order use. In many cases these accounts are dealers who serve the ultimate users of our products; in others, mostly where they operate their own overhaul facilities, we are selling the users direct.

Because of the nature of our industry and the fact that we are located at the Detroit City Airport, a great many customers visit our offices and showroom to place their orders. In the past we had been using a salesbook to write orders. Later the copies of the sales tickets were sent to our accounting department where the orders had to be priced, extended and recorded in our inventory control. Then the invoice was typed, copying all information from the salesbook ticket. This required about 40 hours' work each month, and permitted a great margin for error in copying or interpreting the handwritten slip.

In addition, it meant a three or four days, or even longer lag, in inventory control posting. This, we felt, was not getting the merchandise committed out of inventory nearly soon enough to make the control of value.

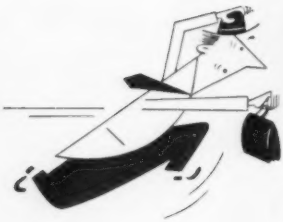
To solve most of the problems of this procedure, we decided to try combining the pricing and preparation of invoices with the original writing of a sales ticket, eliminating the book. Through careful design of a continuous register form, we achieved this result easily and with the full solution of the difficulties. Standard Register Co. designed a system for us which takes care of all writing, except for inventory control entry, in a single step. We use a five-part form in a Carbomatic Register. Carbon paper is automatically advanced with each writing between the first and second copies. The rest of the set has interleaved carbons and is fastened together with a staple at one side.

The first copy is our packing slip.


Modesty is for the birds — when it comes to crowing about...
...the convenience of Sure-Rite Film Stencil with the patented* Red Dot Seal Tab
No Chop-outs
No Eye Strain
No Type Cleaning
No Ragged Tracings
SURE-RITE
SHOOTING STAR
FILM STENCIL
AMERICAN MFG. CO.
QUALITY CONTROLLED!
No Mess—just press the Red Dot* to seal the film — it's fast, no sticky fingers, no gummy files.
American Stencil Mfg. Co.
2714 Walnut St. Denver 5, Colorado
DEALERS: There are still a few choice dealerships available
For More Information Circle No. 240

DON'T BE LATE

hurry and sign up for the



1956

INTERNATIONAL SYSTEMS MEETING

October 22, 23, 24
Bellevue-Stratford Hotel, Phila., Pa.

Two and a half days of informative, profitable meetings designed to help you do a better job.

GENERAL SESSIONS—Authoritative, up-to-date evaluations of systems in action.

SEMINARS—Round-table discussions of systems problems. Wide selection of subjects from which to choose.

NEW: INDUSTRY GROUP MEETINGS—Selected industries. Shirt-sleeve exchange of ideas, theories and problems common to specific business activities.

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Closed Circuit TV–Covering operation of IBM-702 U. S. Naval Aviation Supply Office, Phila. Two-way video-audio contact between Naval office and conference.

1st International Systems Award–Presentation to a national figure whose contribution has been significant in the light of SPA principles.

Round table discussion for educators on technics for teaching Systems and Procedures courses.

BEST YEAR YET—DON'T MISS IT • ***Theme for 1956:* PEOPLE+SYSTEMS=PROFIT**

GET FULL INFORMATION . . . MAIL THIS COUPON TODAY

J. A. MacQueen, General Chairman
1956 International Systems Meeting
Dept. 0,
Alan Wood Steel Company
Conshohocken, Pa.

Send me registration card and complete details on the Philadelphia ISM, October 22, 23, 24.

NAME .....

ADDRESS .....

CITY.....ZONE.....STATE .....

(Some sessions are limited. Register at once to be sure to get your choice.)

SYSTEMS AND PROCEDURES ASSOCIATION OF AMERICA

For More Information Circle No. 182

Making handwritten record of a sale on a Standard Carbomatic Register at General Aircraft Supply Corp.

Immediately after writing, it is torn off and given to the customer. The remaining copies, however, are separately advanced into a chamber in the back of the register where they accumulate until removed once or twice a day. This set includes the original invoice, a duplicate invoice, a salesman's copy which goes into our sales folder for each customer, and an office copy for accounting purposes.

At the time this set is written, the salesman in the store completes it, including extension of prices. A small rotary file with a credit index is kept on the counter near the register for quick reference to name, address and credit data, avoiding inquiry to the accounting department which used to be necessary for this information.

Each day, as the invoice sets are picked up from the register, the order is posted to the accounts receivable ledger on an accounting machine. The withdrawal is posted to our visible index inventory control, and the invoice is mailed to the customer. There are actually six advantages in this method:

1. We have improved customer service. Having the price extended on the packing slip is helpful to the customer because it helps him to estimate the price of a job in progress. Previously he had to wait several days to know exactly what the parts or equipment cost.

2. We have greatly speeded posting to inventory control, so that we have less danger of getting into an out-of-stock position on any item without adequate warning.

3. The typing of invoices, which used to take 40 hours' time each month, now consumes about six hours of the same typist's time.

4. We don't have opportunity for error in copying as we used to. Charge books frequently were difficult to read and girls unfamiliar with the merchandise could easily make mistakes. Now there is no copying problem and the original writing is more legible because our men know that this one writing is our only complete and permanent record of the transaction, and it must serve all accounting functions.

5. Embarrassment to customer regarding credit has been greatly alleviated. In our business, most of the dealers are quite small firms. Often, if they have not received payment for a large job completed, they will not have paid our bill for parts. In some cases, therefore, we must require payment with the order. This used to be checked via the intercom system between the store and accounting department. It meant unnecessary embarrassment to a customer if a loud voice proclaimed over the speaker that he was a, "C. O. D. account." With all of the writing at the

Inventory control record now can be posted the morning after a sale, instead of three or four days later.

CUSTOMER'S INVOICE

GENERAL . . . . .

aircraft supply corporation
detroit city airport
detroit 13, lakeview 1-2300

Trademark G of confidence and dependability

SOLD TO: Toledo Aero Service Co
Municipal Airport
Toledo, Ohio

THIS IS YOUR INVOICE
PLEASE REMIT FROM THIS COPY

VENDOR NO. P 11009

INVOICE DATE	SOLD BY	YOUR ORDER NO	PICKED UP	F.O.B. DETROIT
/ /				✓

TERMS: NET 10th PROX.

QUANTITY	STOCK NO	DESCRIPTION	PRICE	OFFICE USE	AMOUNT	OFFICE USE
2	MK11	PLOTTERS	2.00ea - 20		3 20	
1 gal	#300	CLEAR NITRATE DOPE	4.00gal. 25		3 00	
100	AN3-4	BOLTS	1.20c		1 20	
1000	AN960-416	WASHERS	1.00c - 30		7 00	
10 yds	42"	GRADE A FABRIC	2.20yd 10		19 80	
1	6.00x6	4 ply TIRE	20.00ea - 20		16 00	
100	C27	SPARK PLUG	3.00ea - 25		225.00	
					275 20	
			Sales Tax		8 26	
			TOTAL		283.46	

INVOICE NO. ▶ RECEIVED BY X Wm J. Miller

Part two of the five-part form, handwritten on an autographic register at time of sale, which has reduced typing operations, errors and invoicing time at General Aircraft Supply Co. Accounting machine posting of receivable record is now more accurate.

counter, it is not only possible but essential to have credit data there too, and the salesman can discuss it quietly with the customer if there is a problem.

6. There can be no question as to the correctness of the invoice, because it is checked with the customer at the time of delivery of the merchandise to him, and he signs for it at that time. Thus the invoice he receives also bears his own signature confirming the order.

In short, we have a far more modern system than before, with savings in every important aspect as well as more efficient operation. To us, this simply proves that paperwork by hand, sometimes considered old-fashioned, can be more advanced than machines in some cases. It all depends upon proper form design and the application of constructive systems thinking to the problem.

give your employees a break with

BORROUGHS
wrap racks

Here's one of the best companions an office can have . . a Borroughs Wrap Rack. Rainy fall days will soon be upon us, and there's nothing worse for coats than bunching them together, wet, on an old fashioned clothes horse. They stay damp all day long, and look like sacks when you put them on. This is impossible with Borroughs Wrap Racks, because coats hang straight and keep in "tailored" shape. Available in 4 standard sizes to handle 6, 9, 12 or 24 coats and hats. And you can get double face units also. Make rainy days sunshine days with a Borroughs Wrap Rack. Send for your copy of our metal Furniture catalog . . it may come in mighty handy and save you lots of time in shopping.

BORROUGHS MANUFACTURING COMPANY

A SUBSIDIARY OF THE AMERICAN METAL PRODUCTS COMPANY OF DETROIT

3010 NORTH BURDICK amp **KALAMAZOO, MICHIGAN**

For More Information Circle No. 189

What's a woman's hat got to do with increased typing production?

The lady's hat weighs about two ounces.

All right. It takes less weight than this for your secretary to depress one key of the new Royal Electric. It only takes three ounces to press the carriage return key. Therefore, it is 13 times easier to do these jobs on the new Royal Electric than on a non-electric typewriter.

This means a typist can get a lot more work done in a day. And like it. It's better work, too—clean-cut, even, good to look at.

Why not talk to your Royal Representative? When he knows secretaries' salaries, days worked per year, hours typed per day and production rates, he can figure out with you the savings you may expect.

ROYAL® *electrics*

standards • portables • Roytype® business supplies

The Royal Typewriter Company, *Division of Royal McBee Corporation*

For More Information Circle No. 203

ROYAL
TAB
CLEAR

An Office Holiday

ADDISON H. HALLOCK

Does a day off from the office mean a husband may relax,
Or spend an idle hour in a nap?
Oh, no! It's, "Darling, climb into your overalls or slacks
And put a washer in the leaking tap;"
It's, "Sweetheart, hold the baby 'til I find a safety pin,"
It's, "Dear, the windows should be washed again,"
It's, "Honey, I think Junior needs a father's discipline,"
It's, "Love, I wish you'd straighten out your den!"

Is a day off from the office one for revelry and fun,
A breathing spell for mustering one's strength?
Oh no! It's time for learning woman's work is never done,
Complete with illustrations, told at length;
A day to lend a helping hand with hammer, nail and saw,
A day for duties many and grotesque,
A day for scolding offspring, and for laying down the law,
And wishing you were back behind your desk!

STOP *guessing* – **START** *saving*

- Chronologically records actual on-and-off time by duration.
- Gives absolute time-study data per operation.
- Establishes true cost accounting.
- Permits supervision of parts replacement, repairs, maintenance.
- Gives total operating time of machine, feed or belt-line.
- Allows ability to anticipate equipment servicing.

$55 **TIME RECORDER + TOTALIZER**

TR+T records on continuous 4-month tape. Uses no ink. No maintenance. Thousands in use in large and small plants.

Now get complete, accurate, documented production data on any machine, process, operation. Eliminates costly, inaccurate spotchecks, time studies.

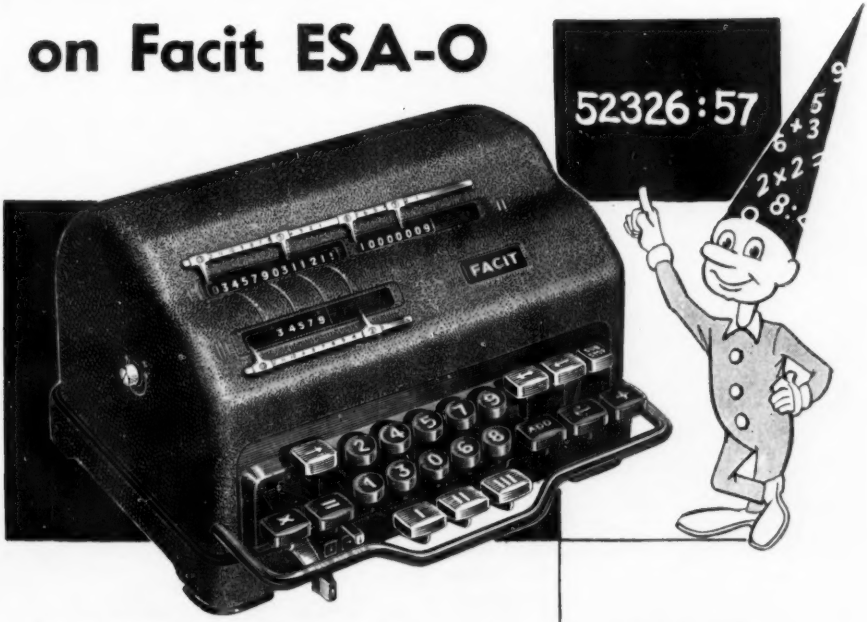
Write for Brochure "J-8"

STANDARD INSTRUMENT CORP. 657 BROADWAY
Division of HEAT-TIMER CORPORATION New York 12, N.Y.

STANDARD INSTRUMENT

For More Information Circle No. 304

Here's how to *divide* on Facit ESA-O



Set up the number 52326 in the same order as you read the figures, that is, 5, 2, 3, 2 and then 6. Depress first the ↔ key and then the ADD key. Set up the number 57 and then depress the ↔ key. Depress the ÷ key and the machine will perform the division automatically. After barely three seconds the multiplier register shows the quotient:

00000918 0

All four rules of arithmetic are just as easy

To do figures on Facit — the world's smallest, fully automatic calculator — is almost as easy as reading them. All you do is set up the figures in the order in which they appear. The uses of the few controls are fixed and crystal-clear.

FACIT — *world's most exported calculator*

FACIT INC. 404 Fourth Ave., New York 16, N.Y. • 235 Montgomery Street, San Francisco 4.

ÅTVIDABERGS — SWEDEN

For More Information Circle No. 287

Right or Wrong
IN EMPLOYEE RELATIONS

A ROUNDUP of day-to-day employee problems and how they were handled by management. Each incident is taken from a true-life grievance which went to arbitration. Names of some principals involved have been changed.

Can You Fire Two Employees for Fighting "On Their Own Time?"

What Happened:

Irma Johnson and Charlotte Randolph were feuding. They worked next to each other but hardly a word was exchanged between them for many months. One day, after quitting time, both women were in the locker room when a real battle began. Before the two could be separated, hair-pulling had turned to fisticuffs, and Mrs. Johnson ended up with a cut on her forehead.

They were taken to the supervisor's office where each claimed that the other had struck the first blow. The stories were so contradictory that the company decided to fire both girls on the grounds that fighting was an offense calling for discharge. Irma and Charlotte both protested. They claimed that the fight took place after hours, and in no way interfered with their work. The union, in defending the employees at the ensuing arbitration said, "The company is not the guardian of the conduct of its employees except as it affects their work. This is not grounds for discharge." Both girls had good previous records, and had nine years seniority.

Was the Company:

RIGHT ☐ WRONG ☐

WHAT ARBITRATOR HAROLD C. HAVIGHURST RULED: "The union contention that the company is not the guardian of the conduct of the employees is sound. The question whether a disturbance on the premises outside working hours may provide a basis for disciplinary action must be determined wholly with reference to its effect upon the interests of the company in maintaining an efficient staff of employees. It is apparent, however, that when a fight occurs on company property at a time when other employees are in the vicinity, it creates an atmosphere that is not consistent with a sense of well-being on the part of the other employees, nor with the best work. A peaceful atmosphere would seem to be a prime requisite of worker morale. The fact that any par-

Plenty of time to powder your nose—

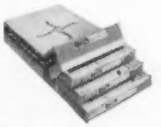
clean, fast-running Whippet Bond keeps jobs right

WHEN YOU run Whippet Bond, its uniform bulk prevents double feeding—keeps your office printing equipment running without a hitch, ream after ream.

And you deliver finer looking jobs. The clean, uniform surface of Whippet Bond takes even impressions—keeps messages sharp and clear. Its lint-free surface doesn't clog blower tubes, or accumulate on the rollers.

Millions of pounds of Whippet Bond are sold every year—proof of customer acceptance. Whippet Bond, unwatermarked, is a Hammermill product—your assurance of dependable quality. Choice of 8½ x 11 and larger sizes.

Ask your Hammermill salesman to show you samples of *improved* Whippet Bond. You'll like it. So will your operators and budget-minded department heads.



Weather-tight ream wrappers protect Whippet Bond's balanced moisture content. Sturdy, easy to use shelf-service cartons make for convenient storage and handling.

WHIPPET BOND

For More Information Circle No. 179

"*National* Accounting Machines save us $26,500 a year... paying for themselves every 6 months."

—**WEBB & KNAPP, INC.,** *New York*

"National accounting machines save us $26,500 a year, thus repaying our investment about every 6 months.

"Nationals render several benefits on our operation of real estate records. Statements are mailed promptly to all our tenants, with everything proven to be correct before they are mailed. We could not operate properly today without this promptness of mailing, combined with assured accuracy.

"The machines' simplicity, and the large part of our work that they do automatically, make it easy to train operators. And our operators are happier because their work is made easier."

Harry V. Lett
Secretary & Treasurer

In your business, too, National machines will pay for themselves with the money they save, then continue savings as annual profit. Your nearby National man will gladly show you how. Or write to us at Dayton 9, Ohio.

*TRADE MARK REG. U. S. PAT. OFF

*National**

ACCOUNTING MACHINES
ADDING MACHINES • CASH REGISTERS

THE NATIONAL CASH REGISTER COMPANY, DAYTON 9, OHIO
989 OFFICES IN 94 COUNTRIES

For More Information Circle No. 188

ticular fight does not actually stop operations is, in the view of the arbitrator, of comparatively slight importance. The atmosphere of the environment, and the security of the employees is the most important consideration. The company's discharge of Irma Johnson and Charlotte Randolph was for just cause and the grievance is disallowed."

Should the Same Amount Be Paid To Employees of Equal Merit?

What Happened:

Virginia Crow worked in the cost department and made $64 a week, (about $7 below the maximum for the range). One day her supervisor said, "Miss Crow, you've been doing a pretty good job here. Starting next week there'll be another $3 in your pay."

"Thanks," said Virginia, "but I'd like to know when I'm going to get what's due me. Even with this raise, I'll still be about $4 from the top of the range. My work's as good as the two men in the department (Mr. Lincoln and Mr. Dempsey). In fact I have more responsibility, and yet they both make the top. I think it's unfair."

The supervisor explained, "We're not treating you unfairly. You've been getting a merit increase—the same as the men—about once a year. I haven't discriminated. But remember, these men started at a higher rate than you. That's why they're now at the top and you still have to catch up." "I don't agree," said Virginia. "If the company believes in equal pay for equal work, I should now get a $7 merit raise to bring me up to the men. If I don't get it, I'm going to file a grievance."

Was Virginia:

RIGHT ☐ WRONG ☐

WHAT ARBITRATOR RALPH T. SEWARD RULED: "If management is to make fair decisions on merit rating, it must provide for the periodic review of employee's merit at reasonable and regular intervals. Furthermore, the decision must be based on individual merit of employees and not on the nature of the job assignment or other factors beyond the employee's control. It follows then that the further progress of an employee up the merit rating scale should not be delayed because a 'promotional increase' or other factor caused him to enter the classification at a high point in the rate range. Conversely, the progress of other employees need not be accelerated because of that fact. If either were done, supervision would be applying different standards to different employees. This would result in some receiving more frequent increases. But for many it would mean the postponement of increase, due to no fault of their own, long periods of waiting until other employees of equal ability caught up to them. The basic principle of fair merit

rating is equality of opportunity for advancement. Miss Crow, Mr. Dempsey and Mr. Lincoln have been treated equally and have been measured by equal standards. Miss Crow's grievance is denied."

Do You Have to Keep an Employee Who Resigned and Then Changed His Mind?

What Happened:

Bill Harris was a delivery salesman. One day he got into an argument with a customer who then wrote the company that he didn't want this driver to service him any more. When the complaint came in, Bill's supervisor laced into him for mistreating a customer. One word led to another, and in a heated moment the supervisor said, "If you don't like to do things our way, why don't you resign?" Bill, who also had his ire up, replied, "That's just what I'll do." He went up to the personnel department and gave two week's notice.

The next day Bill had a change of heart. He told the foreman he was sorry he "shot his mouth off" and wanted to rescind the resignation. The company refused to accept this. In fact, it told him that if he had not resigned, he would have been fired anyway. He was a 10-year man with a fairly good work record. The case went before a three-man arbitration board, and they came up with a unanimous award.

Was the Company:
RIGHT ☐ WRONG ☐

WHAT THE ARBITRATION BOARD RULED: "The question of whether this is a discharge or a resignation is academic since the company stated that if Harris had not resigned, he would have been discharged. However it should be noted that the refusal of the company to permit the driver to withdraw his resignation is tantamount to a discharge. Harris never actually left the employ of the company between his notice and his request to reconsider. In fact, only one day elapsed. In looking to the intent of the employee, we would conclude that he resigned not out of clear intent, but only as a result of a suggestion of his employer in the heat of an argument. In light of these circumstances, the board must determine whether or not the company had proper cause for refusing to allow Harris to rescind his resignation in the same manner as would be necessary if the company had actually discharged him. The company never inquired of the customer why he wrote requesting that Harris not be assigned to his deliveries. If the company didn't place enough importance on the incident to inquire into reasons for the complaint, it cannot bear much weight with the board. After weighing all the evidence, the board must conclude that the degree of penalty was overly severe. It amounted to his discharge. However, the company's right to demand proper job performance should be affirmed, and where an employee becomes careless, some disciplinary action, after proper warning, seems justified. We rule that he be reinstated as of the date of this award without back pay." (Harris lost a month's pay.)

It's so easy to

PRINT BOTH SIDES AT ONCE

FINGER-TIP CONTROLS & AUTOMATIC OPERATION

Save time and cut costs on 2-sided forms by lithographing both sides in one operation. It's easy with Model 242, easy to change from regular one-sided offset, easy to get 12,000 impressions per hour at normal operating speed—and easy on your operator, too! Finger-tip controls and automatic operation simplify any reproduction job. From a sitting position, your operator changes masters or plates in a jiffy because the quick change segment always stops at a predetermined, easy-to-reach position. And the automatic blanket cleaner keeps her hands clean.

Best machine for short runs, Model 242 is best in the long run too! Send for Attachments Catalog, see how you also can do Davengraving, letterpress, dry offset, imprinting, numbering, perforating. Uses all types, styles, sizes of plates, and sheets from 3" x 5" to 10" x 14", manifold to light cardboard. Envelopes, too! Heavy duty construction, trouble-free operation, low maintenance. Compare it!

DAVIDSON DUAL-LITH

does more for you!

O-8

ProType & Reditype make headline setting easy

DAVIDSON CORPORATION
A Subsidiary of Mergenthaler Linotype Company
29 RYERSON STREET, BROOKLYN 5, NEW YORK
Distributors in all principal cities and Canada

Text set in Linotype • Headings in ProType

DAVIDSON CORPORATION
29 Ryerson Street, Brooklyn 5, New York

- ☐ How can I do simultaneous 2-sided lithography?
- ☐ Send Attachments Catalog.
- ☐ Arrange a demonstration.

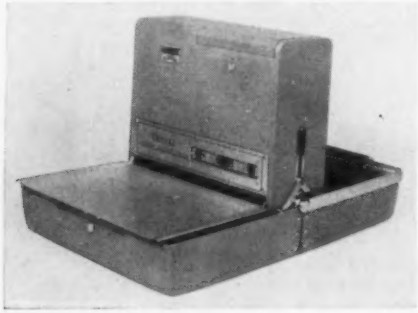
Name_____
Firm_____
Address_____
City_____ Zone____ State_____

For More Information Circle No. 243

New Products

PORTABLE MICROFILM CAMERA

Flofilm Division, Diebold, Inc., Norwalk, Conn., makes the Diebold Portable Microfilm Camera Model 9600, the only motorized microfilm camera at the low price of $750. It is truly portable and can be carried from one department



to another or from one branch office to another, providing increased economies in microfilm procedures. A microfilm copy costs less than 2/10 of 1c and is made in a fraction of a second. In addition to the advantages in copying and storage of records, the portable Flofilmer makes it possible for businesses of all sizes to take advantage of microfilming in office procedures. In retail operations, the portable Flofilmer leads to savings in simplified billing procedures. In banking and in credit operations, microfilm insures greater protection of accounts receivables and eliminates the manual transcription in checking procedures. The camera itself is easy to operate because it features exclusive magazine loading which is as simple as loading a home movie camera. There is no focusing. All the average clerk has to do is start the camera and the documents are whipped through the machine and photographed instantaneously. All the necessary controls are located on a simplified panel which is easily accessible. **For More Information Circle No. 116.**

PORTABLE TYPEWRITER

Royal Typewriter Co., 2 Park Ave., New York 16, N. Y., presents the 1957 Royal Portable Typewriters which use ribbons packaged in Twin Pak plastic containers. When the containers are separated, they become the ribbon spools and are simply dropped into place on the machine. The ribbon between the two reel-containers falls into simplified guide slots and the first keystroke automatically locks the ribbon in place.

Fingers never touch the ribbon during operation. To remove a used ribbon, a light touch releases ribbon carrier, and the plastic containers are lifted out and thrown away. Royal Quiet DeLuxe portables come in six decorator colors: bright red, beige, turquoise, pink and green with beige-tone keyboards; and dove gray with gray keyboard. This model retails at $122.50 plus tax. **For More Information Circle No. 139.**

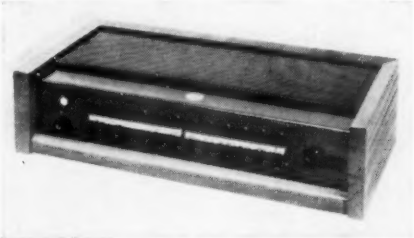
FLOOR MACHINE

Premier Co., Dept. KP, 755 Woodlawn Ave., St. Paul 1, Minn., makes the Model PR-22 Master Floor Machine which combines balanced heavy-duty construction for ease of handling with large floor maintenance capacity. Engineered for rugged maintenance duty in office buildings, schools, churches, etc., the PR-22 scrubs, shampoos, waxes, polishes, grinds, sands, buffs and dry-cleans up to 20,000 sq. ft. of all types of floor surfaces, including carpeting, daily. The machine measures only 12" from the floor to top of the motor housing, providing access to hard-to-reach areas, while a 40 ft. cable affords long range effectiveness.

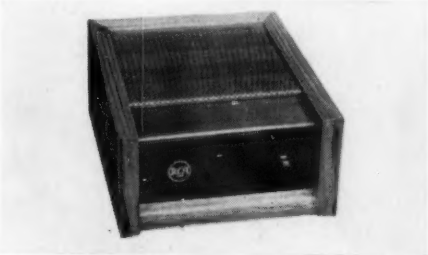
Powered by a 1 hp General Electric constant speed motor, the unit has permanently sealed ball bearings which require no lubrication. Adjustable handle reduces operating effort and the speed of the 22"-brush is preset at factory for maximum efficiency and non-splatter scrubbing. A complete assortment of accessories and attachments is available, including a solution tank and channel feed brush which converts the machine for use as an all-purpose mechanized scrubber. **For More Information Circle No. 142.**

INTERCOM SYSTEM

Radio Corp. of America, Commercial Electronic Products Div., Camden 2, N. J., makes the Multi-Com intercommunication system which can be rearranged and expanded for changing office needs. This electronic system can be installed for direct, two-way voice communication among as many different stations as may be needed in a network because of the variety of master and remote instruments. Three different series of master units each includes four models, with capacities for 6, 12, 24, and 48



stations. The Standard Master Series have special call-in switches which allow the person called to identify the caller and cut across all station positions for direct communication. After identification, the person called can switch to station-to-station operation. The Annunciator Master Series provide audible and visual identification of incoming calls.

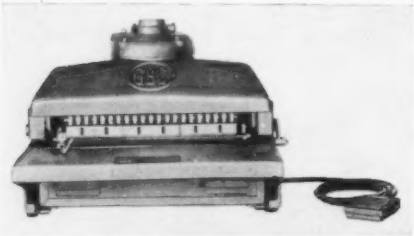


Annunciators also record and identify calls received when a master instrument is unattended. The Special Master Series are designed to connect an executive with staff members who do not require intercommunication among themselves. All master instruments have a

combination loudspeaker-microphone, volume control, talk-listen switch, and on-off pilot light. When required, masters can be wired with a special confidential circuit for private conversations. Numerous combinations of networks can be assembled with the 12 types of master stations and the three types of remote instruments. Basic networks possible include: an all-master network; a single master connected with a number of remote units; and a number of masters interconnected with a number of remotes. Any network can be extended by adding additional master and remote units, or substituting master units with greater station capacities. **For More Information Circle No. 107.**

ELECTRIC BINDING PUNCH

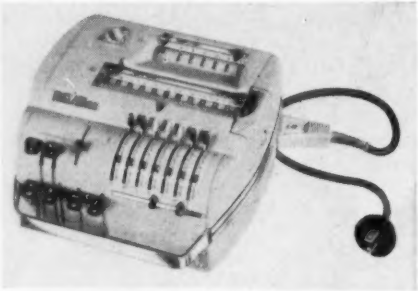
General Binding Corp., Dept. O-8, 812 W. Belmont Ave., Chicago 14, Ill., makes the low cost Power-A-Matic portable electric punching unit for plastic book binding. It punches rectangular holes in sheets to be bound with any model of their plastic binding equipment or metal loose leaf folders. Requiring only 1½ sq. ft. of space on a desk or table, the



Power-A-Matic can be operated by anyone without special skill or experience. It is equipped with a 1/3-hp, 115-230-volt, 60-cycle motor with automatic overload protection. Designed for increased production at lower cost, punching more sheets per lift and more lifts per minute. It has a punching area of 12″ and is attractively styled and finished in green hammered baked enamel. **For More Information Circle No. 148.**

CALCULATOR

R. C. Allen Business Machines, Inc., 679 Front Ave., Grand Rapids 4, Mich., has added a low-cost electric calculator to its line. Machine has capacity of 7 x 6 x 11; is only 9″ long and weighs only 11 lbs. Operation is simple and



anyone can use it without training. It easily switches to minus factors and the product register automatically switches to red. Available with an attractive, genuine leather carrying case. The machine is ideal for businesses having only marginal requirements for a calculator, and for field work. **For More Information Circle No. 120.**

ONE-HOLE PAPER PUNCH

New England Paper Punch Co., Natick, Mass., has improved the Clix one-hole paper punch, now known as Model 100X,

by overall re-designing. For easier, trouble-free punching, the entire unit has been made wider and shorter. The

new color-enameled top provides better thumb purchase and assures almost effortless punching by means of a longer, spring-actuated punching bit. **For More Information Circle No. 124.**

SECRETARIAL POSTURE CHAIR

Blair Aluminum Furniture Co., Marietta, Ga., makes the Model 85 Secretarial Posture Chair of all metal with saddle shaped steel pan for maximum strength and comfort. Generous foam rubber cushions are used in the seat and back.

Cast aluminum base has steel caster inserts for rigidity and longevity of casters. Competitively priced, this chair is available in a wide range of upholstery materials and colors. The anodized aluminum has a brushed satin finish. **For More Information Circle No. 110.**

ELECTRIC TYPEWRITER

Remington Rand Div., Sperry Rand Corp., Room 1733, 315 Fourth Ave., New York 10, N. Y., offers an 8-page, full-color brochure describing the new Remington Electric Typewriter which offers a wide selection of type styles to suit any preference, as well as many colored ribbons to harmonize with letterheads. Interchangeable type provides specialized typing of any kind plus "regular" typ-

ing. Machine's energy-saving features allows the operator to turn out more work in less time and with less effort, greatly reducing fatigue. Uniformity of impression is automatic, regardless of the typist's touch. A simplified margin setting device, and electrically operated fabric ribbon rewind, a new silent motor, and an easily-removed platen, are among other improvements. The new machine may be had in standard French gray or in a number of optional decorator colors. For a copy of this brochure RE 8811, **Circle No. 145.**

MICROFILM COPIER

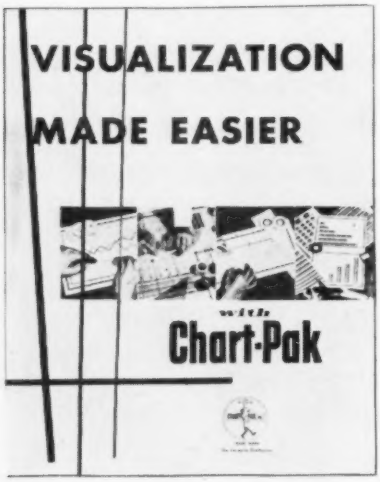
Filmsort Div. of Dexter Folder Co., Pearl River, N. Y., and Ozalid Div. of General Aniline & Film Corp., Johnson City, N. Y., offer equipment to duplicate

microfilm frames, mounted in aperture cards, to other cards at the rate of 35 to 40 duplications a minute. The Filmsort Ozacard Printer, which weighs 60

lbs., handles microfilm on aperture cards up to 9″ wide. It operates at speeds ranging from one to 10 ft. a minute, with 1½′ to 2′ per minute recommended for most processing whether there are several duplicate film cards to be processed from one original aperture card, or when one duplicate is being made of each of a series of cards. The Ozalid film is non-reversing, making positive copies from positive microfilm or negative from negative. The printer is 16″ wide, 12″ deep and 13″ high; operates on 110-120-volt, 60 cycle AC. **For More Information Circle No. 127.**

CHART-MAKING MATERIALS

Chart-Pak, Inc., 105-G Lincoln Ave., Stamford, Conn., offers a 20-page catalog, "Visualization Made Easier," which describes the Chart-Pak method of making organization and flow charts, graphs,



office and plant layouts. The method consists of "drawing" charts, graphs and layouts with pressure sensitive tapes and templates. Commonly recognized lines, shapes, bars, symbols and die-cut office furniture templates are pre-printed on tapes or sheets with adhesive backing. Tapes and templates may be mounted on plastic planning boards containing printed grid lines. Completed charts and layouts may be displayed or reproduced by any standard method, since all the tapes, templates and boards are supplied in both transparent and opaque materials. For a copy of the catalog, **Circle No. 125.**

PRINTING MULTIPLIER

Alma Office Machine Corp., 34 East 30th St., New York 16, N. Y., announces the Everest Multarapid Printing Multiplier, a ten-key electric adding machine with fully automatic multiplication. It automatically prints all factors and results on the tape. Numbers to be multiplied are entered as they are read, from

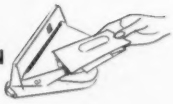
left to right. Automatic multiplication is done by dialing a number on the telephone style dial. There is a visible double check of figuring as it progresses. Machine has 11 x 11 capacity, multiple cipher keys, one main bar for five separate operations, high speed of 220 printed figures a minute and two-color ribbon. Decimal points are printed in correct position. **For More Information Circle No. 115.**

INSURANCE FORM

National Litho Forms Co., 18003 Euclid Ave., Cleveland 10, Ohio, makes an Insurance Report Form R-1, an 8½″ x 11″

revolutionary BDC letter opener

opens your mail in 1/4 the time!

INSERT PRESTO IT'S OPEN 

How long do you wait before you can read the morning mail? The new B D C Letter Opener gets your mail opened and on your desk in ¼ the time. Gone are the annoying tedium and delay of slitting letters with a knife. Users wouldn't give it up for twice its price. Order yours today! Money back if not completely satisfied.

Time Saving: 4 times as fast

Simple: one hand does it

Self-Sharpening: no upkeep

Efficient: trims 1/16" edge

Neat: receptacle for cuttings

Attractive: two tone finish

USE THIS HANDY ORDER COUPON

Bohn Duplicator Corp., 444 Fourth Ave., N. Y. 16

Gentlemen: Enclosed please find check for .....
BDC LETTER OPENERS @ $14.95 each.
Postage Prepaid. (Sorry, no C.O.D.'s.)

Name of company .....

Address .....

City & State .....

BOHN DUPLICATOR CORP., 444 FOURTH AVENUE, NEW YORK 16

For More Information Circle No. 177

three-part, carbon interleaved Readyset which is used by insurance salesmen, adjusters and other agents as a communication form. Another new National form is a three-part, carbon interleaved Panagraph Voucher Check, available without imprint. Both forms available on ten-day delivery schedules. National also makes snapout Interoffice Memos, Copifixt Copy Sets, Readytab Continuous Forms, one-time carbon interleaved single sets, continuous and tabulating forms. **For More Information Circle No. 136.**

ASHTRAY

Airkem, Inc., 241 East 44th St., New York 17, N. Y., makes the Secretary-Saver Ashtray which kills cigarette and

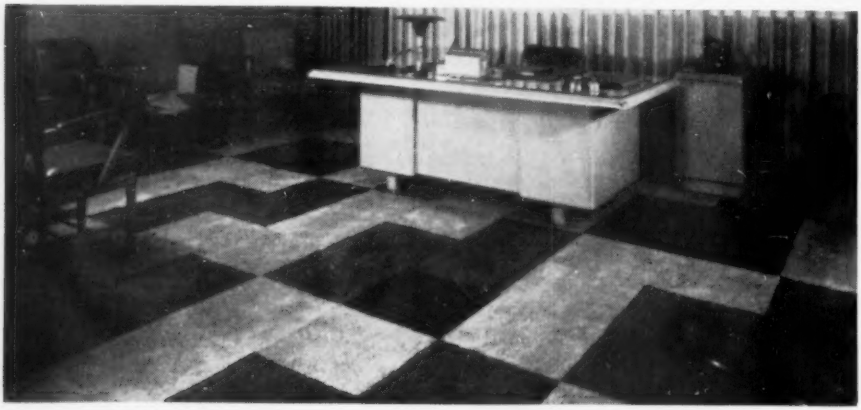
cigar odors. Made in two parts, top section is attractively molded glass, lower section contains a disc of green gel counteracting chemical which slowly evaporates to kill odors. Rate of evaporation is adjusted by turning the slotted rim which controls the size of openings in the lower section. Complete tray is $2; refills are $1 and last about a month. **For More Information Circle No. 126.**

AUTOMATION PLANNING

Moore Business Forms, Inc., Niagara Falls, N. Y., has published a booklet, "Basic Steps Toward Automation of Business Systems," which charts and describes five steps: systems analysis, equipment study, forms design, forms construction, and integration. One section of the booklet contains a number of typical clerical problems which can be solved by automatic data processing. For a free copy of this booklet, **Circle No. 106.**

CARPET UNITS

Karpet-Square Div., Allen Industries, Inc., 1927 Leland Ave., Detroit 7, Mich., makes Karpet-Squares which are self-adhesive, cushioned cotton carpeting units which can be laid in any variety of designs. Economically priced, these are easy to maintain since burns, stains or worn areas can be quickly replaced. The 18"-squares are made in 12 colors and will adhere to any surface: floors (including primed cement), walls or ceilings. **For More Information Circle No. 118.**



For More Information Circle N. 378→

Newsweek

The Revolution in Office Copying

ONE DO-IT-ALL COPIER FOR EVERY OFFICE

Copease®: A copy of anything in seconds

COPEASE WILL COPY IT

Copease copies anything—fine details, colored inks, pencil, crayon, pens, including ball-points, even non-carbon base, spirit duplications, signatures – all kinds of ink. Copy from colored paper, opaque and two-sided materials and a range of paper sizes.

You'll scarcely believe that copies could be so sharp, so clear. Like originals, copies fit for the front office.

With Copease photocopier, do 95% of your office work *without dial adjustment*. Make 200-300 excellent copies without a developer change. Copy under any light.

"Copease Copies Everything"

OFFICE PROCEDURES:

Copies or Originals?

Copies that are the reflection of the original is the newest word in thousands of offices where the Copease photocopier has moved in as big brother to the telephone and the typewriter. Faster than the fastest typist, accurate as a camera, Copease offers business, professional and technical offices superb copies of anything in seconds—at low cost.

Diagrams, correspondence, invoices, work orders, articles, files and records of every description find their way into the Copease photocopier in the course of a week's work. So easy to use that one person can show another how to operate it in a few minutes' time.

The Paperwork Jungle: There have been other copying machines, but each has some blind spot. Today, big query among buyers of office copy equipment is: Will this unit do *all* our copy jobs, or must we lose time and money when we run up against a job it can't handle? Copease Corporation obviates the question simply by turning out one unit that copies everything. Just insert an original of anything and Copease turns out a clear, dry, non-curling copy twin in seconds. Copease's motto: Copease copies everything.

Test Before You Invest: Firm sounded out executives. "What," Copease wanted to know, "are the questions you'd ask today when comparative shopping for copying equipment for your office?" From consensus, Copease devised a handy 3-point purchaser's checklist. In NEWSWEEK,

Continued on following page

Tear Out This Coupon And Mail Today!

PROVE IT! SEND NOW FOR FREE THREE-DAY OFFICE TRIAL. USE COPEASE ON YOUR OWN OFFICE WORK. SEE HOW EASY, HOW FAST, HOW CLEAR AND SHARP. COPY ANYTHING.

COPEASE CORPORATION

New York, 270 Park Avenue, PLaza 3-6692

Other Offices: Chicago, 226 N. La Salle Street, ANdover 3-6949
Los Angeles, 3563 Wilshire Boulevard, DUnkirk 5-2881

Distributors in Principal Cities

Gentlemen: I'd like to have a free 3-day trial of Copease in our office ☐
Please send free literature ☐

Name ..... Position .....

Firm Name .....

Address .....

City ..... State .....

Nation's Business, U. S. News & World Report, National Geographic, in business journals and in local newspapers, Copease urges buyers to cross-examine the copying equipment salesman.

1. HOW EASY IS IT TO USE? (Can anyone use it? Does it require special lighting or attachments? How fast is it?)

2. JUST WHAT WILL IT COPY? (How about pencil, crayon, pens, signatures, fine details? What about colored inks, non-carbon base inks, ball-point writing, spirit duplications?)

3. WILL IT COPY FROM ALL KINDS OF PAPER? (Opaque and two-sided originals, as well as paper with writing on one side; colored papers. What range of paper sizes?)

Copease Does It All: Only Copease scores 100% on this practical test, is easy to use in any office; does 95% of copy jobs without so much as a dial adjustment; makes 200-300 perfect copies without a developer change; is noiseless, rustproof, compact, attractive. Only Copease will copy anything, from any kind of paper, in a wide range of paper sizes. Copease backs up claims with unusual three-day free office trial. Unusual in that there are no salesmen, no sales talk. Copease representative delivers unit, returns in three days to pick it up. What the prospect does with it, how much he uses it, on what types of jobs, is up to him.

With a superior product ideally suited for all kinds of offices and a no-obligation trial, Copease has revolutionized office copying in more than 80 countries.

FIRST CLASS
PERMIT NO. 2630
(Sec. 34.9, P. L. & R.)
NEW YORK, N. Y.

BUSINESS REPLY CARD
NO POSTAGE STAMP NECESSARY IF MAILED IN THE UNITED STATES

VIA AIR MAIL

5c.-POSTAGE WILL BE PAID BY—

COPEASE CORPORATION
270 PARK AVENUE
NEW YORK 17, N. Y.

LARGE-HOLE PAPER DRILL

Challenge Machinery Co., Grand Haven, Mich., makes the Challenge GH Paper Drill for the high speed drilling of holes from 9/16″ up to 1½″ in diameter in paper and allied substances such as leather and cloth. The electric unit will drill a 2″ thickness of stock in a

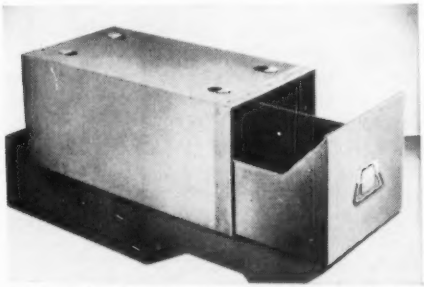
few seconds. An hydraulically powered head automatically lowers and drills the stock when the foot pedal is pressed down. Sideguides operate automatically and permit positioning the holes laterally to any spacing desired. Challenge manufactures an extensive line of paper drills. **For More Information Circle No. 112.**

ERASER

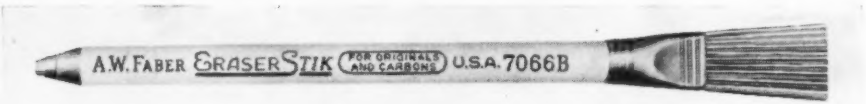
A. W. Faber-Castell Pencil Co., Newark 3, N. J., has added the Red Head to their EraserStik line, featuring red rubber erasing stock, red brush and red imprint. The polish remains white, as is the case with the original EraserStik containing gray erasing stock, blue brush and blue imprint. The Red Head is primarily intended for those who prefer a soft red typewriter eraser in the pencil shape. A. W. Faber-Castell also makes circular erasers. Red Head EraserStiks carry the stock numbers of 7066 and 7066B (with brush) and are packaged in displays or in half-gross units, priced the same as gray EraserStiks, Nos. 7099 and 7099B. **For More Information Circle No. 108.**

STORAGE FILES

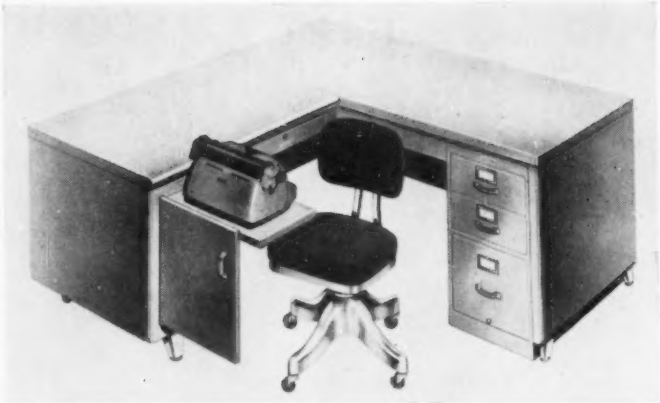
Convoy, Inc., Station B, Box 216-H, Canton 6, Ohio, now makes Convoy Chem-Board Storage Files with smooth drawer fronts containing only the drawer handle and card holder. The improved appearance allows these files to be used anywhere in the office. Shipped assembled



and ready for use, Convoy Storage Files cost and weigh about 50% less than steel. Their strong, rigid construction provides permanent but inexpensive file storage. Drawers are easy to operate when loaded. The Chem-Board repels rodents and vermin, and is impervious to moisture. Records in Convoy files were found intact after several days under water in a New England flood. Made in all sizes including letter, legal, check, deposit slip, tab card, etc. **For More Information Circle No. 101.**



TYPING WORK CENTER



Shaw - Walker Co., Muskegon 9, Mich., makes a Sectional Typewriter Desk which solves the one-girl, two-job problem effectively and economically. A secretary - receptionist can give full attention to both duties. A secretary - bookkeeper has ample working top for accounting books at one position and full use of a typewriter at another, without rising from her chair. The L-shaped desktop provides more than 18 sq. ft. of work space within quarter-turn reach for effective division of work. Work-Organizer drawer interiors eliminate clutter and confusion by organizing work and tools in easiest position for quickest use. Typewriter can be easily lowered into desk when not in use. Shaw-Walker steel and glass partitions around the Secretarial Work Center provide a large measure of privacy. Desk and partitions which make the work center, are custom assembled from stock sections. Hundreds of combinations possible from wide selection of work-saver components. **For More Information Circle No. 114.**

PHOTOCOPY BALLPOINT

Parkway Pen Service, 660 W. Washington Blvd., Los Angeles 15, Calif., makes the Photocop Pen, a ballpoint containing a special black ink which copies perfectly on all copying machines. Photocop Pens are 30c each, $3 a doz., less in quantities. A trial order of five pens is $1. **For More Information Circle No. 141.**

LETTER OPENER

Bohn Duplicator Corp., 444 Fourth Ave., New York 16, N Y., announces the BDC Letter Opener which is said to operate four times faster than hand slitting. It is designed for one-hand operation. Envelope is inserted, top plate depressed and envelope opened in one con-

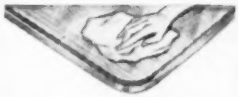
tinuous motion. A 1/16″-strip is trimmed off all envelopes up to No. 10 size. Cutting edges are self-sharpening and there are no parts to get out of order. Receptacle at bottom collects cuttings. Attractively finished in two-tone enamel, the BDC Letter Opener retails at $14.95. **For More Information Circle No. 128.**

EXECUTIVES!

your biggest headache in office furnishing

SOLVED

the most beautiful PLASTIC CHAIR MAT ever designed



EASY TO CLEAN

Just a damp cloth makes it gleam. Resists alcohol, cigarette burns, etc.

EXTRA THICK

Over ¼"-thick tempered Presdwood *plus* heavy lamination of tough plastic. Won't creep—won't warp.

TOUGH

Chairs glide smoothly over the gleaming mar-resistant surface. Never gets slippery.

MASO

STEEL PRODUCTS, INC.
53 W. Jackson, Chicago

If your chair mat looks seedy and out-of-place in your office, you need the room-transforming beauty of the plastic "Executive" Maso-Mat. If you are weary of the need for re-painting or re-finishing your old-type mat every six months, you need the long wear given by the tough "Executive." If you want a mat that remains a harmonious and striking addition to your office decor, instead of becoming an eyesore, you need the beautifully wood-grained plastic Maso-Mat—it comes in Driftwood Gray or rich Walnut. If you want a mat that won't creep, won't slide, has a jewel-like surface but isn't slippery, and really is "The Most Beautiful Chair Mat Ever Designed," you'll buy Maso's low-cost plastic "Executive" chair mat for your company's offices. At better dealers everywhere.

MASO STEEL PRODUCTS, INC.
53 W. Jackson, Room 908
Chicago 4, Illinois

FREE CATALOG

Please send me FREE Maso catalog and more information on the pla "Executive" Maso-Mat.

NAME_____

TITLE_____

COMPANY_____

ADDRESS_____

(city) (zone) (state)

For More Information Circle No. 239

Announcement
To All Of Our Customers
THE NEW OWNERS
of

International
PAYROLL MACHINE COMPANY

Formerly of Reading, Pennsylvania

Manufacturers of Payroll Denominators

WISH TO ANNOUNCE THE

RELOCATION OF THEIR OFFICE & PLANT TO OXFORD, PA.

Effective Immediately

This relocation is the first step in a three step program for the rejuvenation of the company. The other two are: the establishment of active dealers in all states, and a major research and development program to improve and modernize our products.

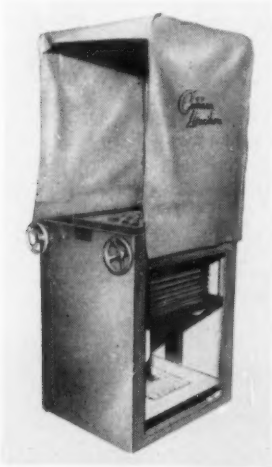
The main objective of this program is to establish and maintain complete CUSTOMER SATISFACTION.

William F. Hart
Manager

For More Information Circle No. 238

VISUALIZING CAMERA

M. P. Goodkin Co., 889 Broad St., Newark 2, N. J., has completely revamped the construction of the Camera Lucikon Model B for greater accuracy and rigidity. Entire cabinet is one piece of metal, welded and crossbraced. Lens and copyboards are made of warpfree Novoply wood. Adjustments assure perfect projections. Lens or copyboard can be stopped wherever desired, avoiding drifting images. Unit can be used in a



well lighted room. Copyboard area is 17″ x 21″. Viewing area is 11″ x 14″, 29″ from the floor for comfortable working while seated. The Camera Lucikon comes fully assembled, ready to plug into any outlet. It occupies 18″ x 22″ of floorspace and will enlarge or reduce any opaque object 400% in true color for tracing or viewing. With four element, color corrected f4.5-32 Wollensak lens, it is $269.50 f.o.b. above.

Illustrated literature describes camera's many uses. For free literature, **Circle No. 122.**

GAS CREDIT SYSTEM

Dashew Business Machines, Inc., 5886 Smiley Drive, Culver City, Calif., has prepared a 28-page booklet fully describing

Milwaukee creates

a great clerical posture chair

This is the peerless clerical posture chair, a triumph of METAL-LUX design and craftsmanship. Incorporates MILWAUKEE'S exceptional posture comfort advantages coupled with an extra-large seat. Features a virtually indestructible all-steel frame and base, stainless steel scuff plates, a superior spring unit seat, cushioned hinged back rest, tilting back support, and velvet-silent service. Unquestionably the finest clerical posture chair available in metal.

Write for the complete profit details covering the METAL-LUX Model M-8200 Clerical Posture Chair

MILWAUKEE METAL FURNITURE COMPANY
101 N. Campbell Ave., Chicago 12, Illinois

For More Information Circle No. 285

Safeguard Confidential Papers from Prying Eyes

NEW SHREDMASTER Bantam 10

UNREADABLE SHREDS COME OUT HERE

Portable office paper shredding machine quickly, easily, and effectively destroys confidential papers and obsolete records in your own office. Quiet, compact. Safe and easy to operate! New low price!

FREE 10-DAY TRIAL.

Write for free illustrated descriptive folder with details of 10-day trial.

Ask for brochure #14

The SHREDMASTER Corp.

9 East 40th Street, New York 16, N. Y.

Manufacturers of the most complete line of Office and Industrial Shredding Machines! A Division of Self Winding Clock Co., Inc.

For More Information Circle No. 260

the Dashew credit card system for oil companies. The procedure is shown in charts and text and there are actual samples of the credit plates. A composite chart compares the Dashew system with a conventional system. For a copy of the booklet, **Circle No. 146.**

BILLING MACHINE

Friden Calculating Machine Co., San Leandro, Calif., makes the Model C Computyper, an automatic billing machine, designed to increase billing speed and reduce operator decisions and chances for error. With little training, a typist can complete the most complicated billing and produce a common language tape for subsequent data processing functions, including transmission of information to remote offices by wire. Machine combines Friden calculating mechanism with

an electric typewriter and a common language punch and reader. For complete billing automation, a common language tape or edge punch cards (depending upon system used) produced as a by-product of order-invoice writing, completely governs both typing and computing functions, from printing of the heading to the net total. The Model C Computyper automatically computes and prints extensions, additions, deductions; all per cent increases and decreases, and totals. Program keys at the base of the standard typewriter keyboard govern these automatic functions, including rounding off fractional cents and printing decimals. Because the printing of more than half the figures (all

All the qualities that make Mead Papers so easy to work with are not there just by happenstance. They're there because Mead papermakers know their technicalities. Expert papermaking, and nothing else, is what gives you a good printing surface without fuzz or lint to interfere with ink coverage; top surface strength that stands up under today's tacky inks; accurate trimming so that Mead Papers feed smoothly and without interruption. Mead Papers are technically adjusted to the jobs you want them for. Whether it's bonds, offsets, duplicators or mimeos, bear in mind that you can get it *all* from Mead, Papermakers to America.

THE MEAD CORPORATION

Papermakers to America

MEAD papers

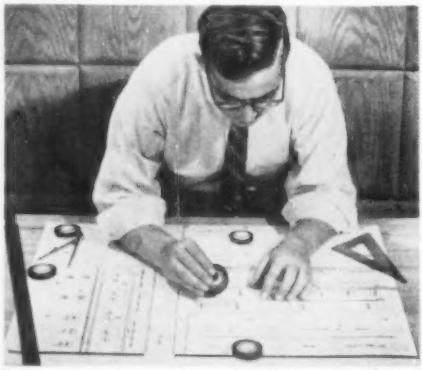
Sales Offices:
Mead Papers, Inc.
118 West First Street
Dayton 2, Ohio
New York • Chicago
Boston • Atlanta
Philadelphia

For More Information Circle No. 202

produced by the calculating mechanism) is automatically controlled without the operator touching the numbers keys, the chance for operator error is practically eliminated. Any intermediate degree of automation is possible by combining functions of both punched tape and program keys. Programming permits automatic halting of both typing and computing mechanisms to allow entry of additional data by typist. Use of the common language tape or edge punch cards in preparation of a normal invoice reduces the number of operator keystrokes from an average of 391 to 28. Automatic punching of the by-product tape, as part of the original billing, permits subsequent transfer of selected data to tabulating cards by tape-to-card converters. **For More Information Circle No. 113.**

LAYOUT TAPE

Labelon Tape Co., 450 Atlantic Ave., Rochester 9, N. Y., makes pressure-sensitive, transparent layout tape with symbols printed on the top of the lower of two layers, completely protected from contact at all times. It cannot be scratched or marred while the tape is being unwound from the roll, during application or removal, or while in use. Printing remains permanently clear and sharp, protected both above and below by layers of tough, transparent acetate. The printing is easier to read and reproduces more clearly. No backing strip is re-



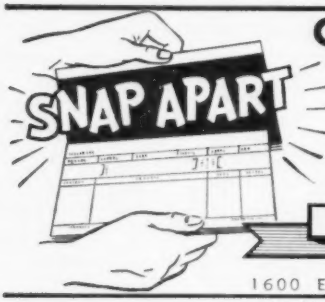
READ-A-FILE KEEPS YOUR STENCILS AND OFFSET PLATES ALWAYS AT SEE LEVEL

The Read-A-File Cabinet is a protective file that keeps stencils and plates wrinkle-free. It permits full-length inspection and quick access to any one of up to 400 stencils or 200 plates. The hanger unit, with 50 clips, rides on ball bearings. Each clip is on its own rod and can be removed without disturbing the others. It's new and different.

DEALER INQUIRIES INVITED.

METAL SPECIALTIES, Incorporated
3547 Massachusetts Ave., Indianapolis 18, Ind.

For More Information Circle No. 264



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DEALERS: Liberal Discounts – Delivery you can depend on. All forms carry YOUR imprint. No inventory, equipment, shipping or warehouse costs. Write TODAY to New Dealer, Dept. 1, 1600 E. 26th St., Little Rock, Ark.

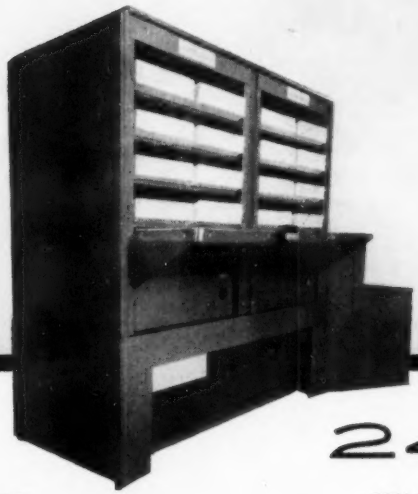
INTERNATIONAL BUSINESS FORMS
INCORPORATED
FORMERLY ARK-N-SETS, INC.
1600 E. 26TH STREET • LITTLE ROCK, ARKANSAS

For More Information Circle No. 265

The New Scene

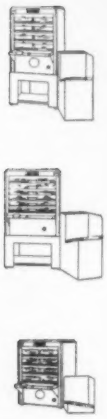
in the modern office

. . . And the something new that has been added is the ALL NEW ELECTRIC COLLAMATIC - - - today as much a part of the office scene as the *electric* typewriter - *electric* adding machine - postage meter - mail opener.



COLLAMATIC

24 models available



COLLAMATIC **FIRST** with an **electrically** powered office collator is today - **FOREMOST** with the widest variety of models available - able to deliver immediately an **electrically** powered collator to meet almost every conceivable office collating requirement.

MODELS AVAILABLE ARE

Standard Series — 8, 12, 16 or 24 bins, either Spacesaver or Console Models.

Adjustable Stroke Series — 8, 12, 16 or 24 bins (to accomodate varying paper sizes), either Spacesaver or Console Models.

Printer Series — 8 or 12 bins (standard or adjustable stroke), either Spacesaver or Console Models.

MANUFACTURERS OF THE WORLD'S LARGEST LINE OF ELECTRICALLY POWERED OFFICE COLLATORS

COLLAMATIC CORPORATION
WAYNE, NEW JERSEY

103-8 STATE HIGHWAY 23
MOUNTAINVIEW 8-2900

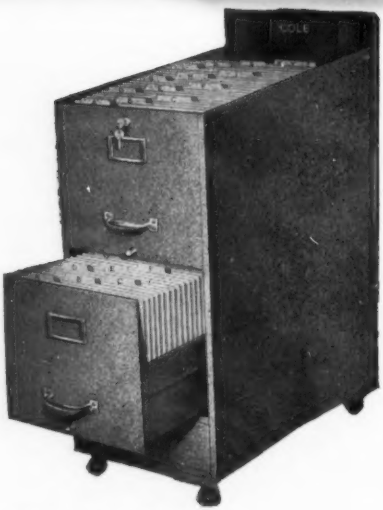
© 1956, Collamatic Corporation

For More Information Circle No. 256

The "SECRETARY" FILE No. 470 **$52.25**

Heavy gauge steel, with two ball-bearing letter files; two double index drawers for 3 x 5 or 4 x 6 cards (6400 capacity), can also be used for cancelled checks; three adjustable storage compartments under lock and key; 30½" wide, 37½" high, 17" deep. Olive green or Cole gray.

With plunger-type lock that automatically locks all drawers .....No. 470PL **$59.75**

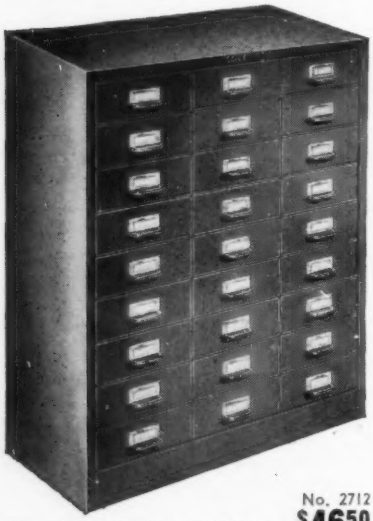


STEEL PORTABLE FILE

Top compartment has lift cover, under lock and key, for current records and visible data. Below, a ball-bearing suspension filing drawer for other records. 4 swivel casters and 2 spring compressors. Green or Cole gray finish.

No. 854..(Letter size)..30½" high **$45.75**

No. 858..(Legal size)..30½" high **$59.00**



MULTI-DRAWER CABINET No. 2712 **$46.50**

Sturdily built, of heavy gauge steel. Contains 27 drawers. Ideal for office forms, printed matter, photographs, etc. Green or Cole gray finish. Outside dimensions: 30⅝" wide, 37½" high, 13½" deep. Inside drawers 9" wide, 3½" high, 12" deep.

STEEL STORAGE CABINET No. 349L **$45.00**

Keeps office supplies and printed matter clean and orderly. Will pay for itself by preventing petty pilferage. Two-way locking device controlled by a paracentric lock. Three adjustable compartments. Olive green or Cole gray. 30½" wide, 37½" high, 17" deep.

The above with combination dial lock instead of key lock .....No. 349Y **$54.95**

For More Information Circle No. 354

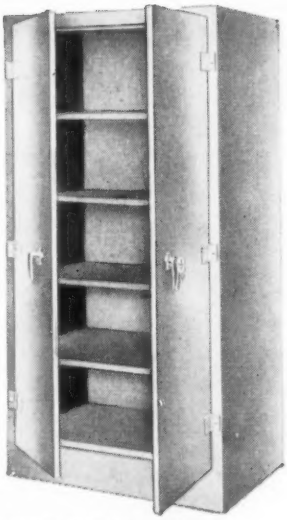
COLE STEEL EQUIPMENT CO., INC.
415 Madison Avenue, New York 17, N.Y.

COLE'S Safe Type STEEL CABINETS

Can be easily assembled in a few minutes. Built for a lifetime! Will keep your office supplies and printed matter neat and orderly. Doors are equipped with a two-way locking device controlled by a paracentric lock. Will pay for itself by preventing petty pilferage. Five adjustable compartments. 76" high, 36" wide, 18½" deep. Green or Cole gray baked enamel finish.

No. 76→ **$59.95**

Additional shelves available.



WARDROBE CABINET

Same size as above unit with hat shelf plus rod for coat hangers replacing the shelves. .....No. 76R **$58.95**

COMBINATION WARDROBE and STORAGE CABINET

Same size as above, with 3 adjustable shelves, a hat shelf and coat rod .....No. 76C **$69.95**

COLE'S STEEL SHELVING UNITS

Extra heavy gauge steel, yet costs no more than wood. 50% more capacity than standard units. Shelves are adjustable, can be raised and lowered or more shelves added. Doubly reinforced for extra rigidity. Green or gray.

SHELVING UNITS (CLOSED)

No.	Wide	Deep	High	Compartments in each unit	Price
8712	36"	12"	87"	six	**$38.95**
8718	36"	18"	87"	five	**45.20**
8724	36"	24"	87"	five	**56.50**
9XB	30½"	9⅞"	49"	four	**25.50**

SHELVING UNITS (OPEN)

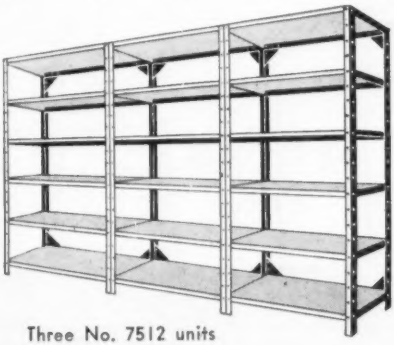
No.	Wide	Deep	High	Compartments in each unit	Price
7512	36"	12"	75"	six	**$24.65**
7518	36"	18"	75"	six	**27.75**
7524	36"	24"	75"	six	**32.95**

PRACTICAL
Add units as needed

ECONOMICAL
Costs less than wood bins

ORNAMENTAL
Improve appearance of your office or stockroom

One No. 7512 unit

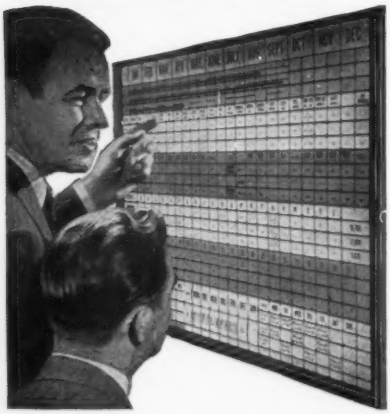


Three No. 7512 units

For More Information Circle No. 355

COLE STEEL EQUIPMENT CO., INC.
415 Madison Avenue, New York 17, N.Y.

How To Get Things Done Better and Faster



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- ☆ Gives Graphic Picture—Saves Time, Saves Money, Prevents Errors
- ☆ Simple to operate — Type or Write on Cards, Snap in Grooves
- ☆ Ideal for Production, Traffic, Inventory, Scheduling, Sales, Etc.
- ☆ Made of Metal Compact and Attractive. Over 60,000 in Use

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For More Information Circle No. 283

Mim-E-O Vertical Files

SAVES AND PROTECTS YOUR STENCILS, OFFSET NEGATIVES AND MASTERS, SAFELY .. EFFICIENTLY .. ECONOMICALLY

Write for Literature

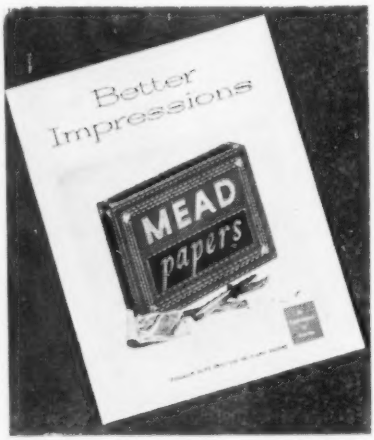
MIM-E-O STENCIL FILES CO.
1219-21 W. Chestnut St., Chicago 22, Ill.

For More Information Circle No. 284

quired and the tape is ready for use immediately upon being stripped from the roll. A booklet, "Layout Tapes for Industrial Planning," tells how to use pressure sensitive layout tape which is now available with more than 80 symbols. **For More Information Circle No. 135.**

PAPER DEMONSTRATOR

Mead Papers, Inc., 118 West 1st St., Dayton 2, Ohio, has published the Second Quarter issue of "Better Impressions," colorful paper demonstrator magazine printed on various grades of Mead Papers to demonstrate their printing characteristics. This latest issue contains sparkling artwork and interesting articles such as one titled "The Art of Buying Paper" that lists the usual pitfalls encountered by the unwary when buying paper stock,



and shows the methods by which they can be avoided. Another article, "Free Delivery for Your Sales Message," points up the profitable returns that can be secured at low cost by the wise use of envelope stuffers. These and other articles are profusely illustrated, so that the entire magazine is a source of design and copy ideas which advertisers and printers are free to adapt for their own use. Four fine grades of Mead Papers are sampled in this issue: Dilcol Translucent, Richford Enamel, Old Ivory Enamel and De & Se Tints. For a copy, **Circle No. 147.**

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Makes up to 300 Copies Per Hour at a Cost of Less Than 1¢ Each for Materials!
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It's here! The high-speed, compact copying machine that turns out exact, black-on-white copies of anything typed, written, or printed on ordinary translucent paper—in seconds! Copies originals 11 inches wide by any length. Makes up to 300 copies of different letter size originals hourly. Absolutely clean, quiet, and odorless. Can be operated by any of your personnel.

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Copies anything typed, written, printed or drawn on ordinary translucent paper—in seconds.

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CHARLES BRUNING COMPANY, INC., 4700 MONTROSE AVENUE, CHICAGO 41, ILLINOIS

In Canada: Charles Bruning Co., (Canada) Ltd., 105 Church Street, Toronto 1, Ontario

For More Information Circle No. 259

By using Marginally Punched Forms, Printed on NCR (No Carbon Required) Paper, or Bond Paper and Superite Carbon, you have an unbeatable system for speed, accuracy and efficiency.

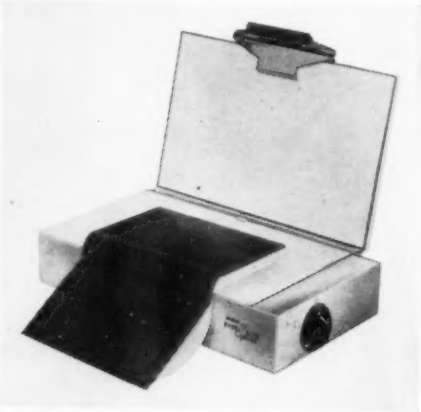
Write for details

AMERICAN REGISTER COMPANY
560 E. FIRST ST. BOSTON 27, MASS.

For More Information Circle No. 305

BOOK COPIER

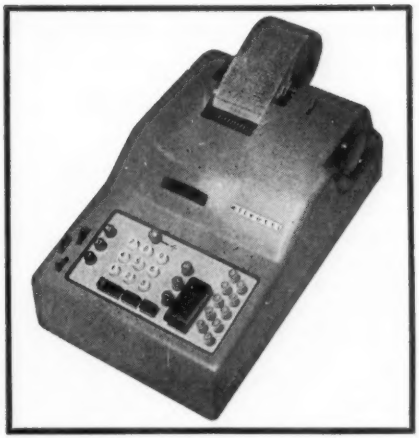
American Photocopy Equipment Co., 1920 W. Peterson Ave., Chicago 26, Ill., makes the Apeco Panel-Lite Copier, designed to copy pages from books and magazines as well as other material requiring a flatbed printer. It enables snug contact on any bound page to make a sharp, clear copy of the entire page



from the gutter to the outer edges. Engineered to be used with the Apeco Autostat, as well as other processing methods. Lightweight, compact and handsomely styled in metal with baked enamel finish, it measures only 19½" x 13" x 4" overall and is made with a built-in automatic timer. The copying surface is of special three-ply filtered glass and has a removable cover. In addition, the Apeco Panel-Lite Copier is low in cost. **For More Information Circle No. 140.**

DISBURSEMENT PROTECTION

Todd Co., Box 910, Rochester 3, N. Y., offers a manual on safe, efficient office disbursement methods, titled, "44 Ways to Protect Your Bank Account." Pointing out that every year, "thousands of American businessmen suffer from attacks on their bank accounts by check crooks," the manual describes in detail the steps needed for complete disbursement protection. For a free copy of this manual, **Circle No. 111.**



Uniquely and completely automatic, the versatile Olivetti Printing Calculator automatically multiplies and divides, and is also a fast 10-key adding machine, with automatic credit balance and direct subtraction. Its tape provides permanent printed proof of all calculations, for fast, easy auditing.

The first printing calculator to have a separate multiplication keyboard, the Olivetti automatically multiplies without requiring the operator to position the multiplicand; *all* mental counting is eliminated; fast short-cut multiplication is automatically used. It automatically divides; locating the decimal point is simple. Double and triple zero keys, found on no other printing calculator, and new discount key, add extra speed. Proven in 7 years of use, the Olivetti is sold and serviced by Olivetti branch offices and by 450 dealers, in all 48 states. More than 25,000 are in use in the United States.

Olivetti Corporation of America
Dept. HR, 580 Fifth Avenue
New York 36, N.Y.

Gentlemen: I'd like to know more about your Printing Calculator, that makes figure-work quick, easy and automatic. Without obligating me in any way, please let me have this information as soon as possible.

Name.....

Title.....

Company.....

Street.....

City.....State.....

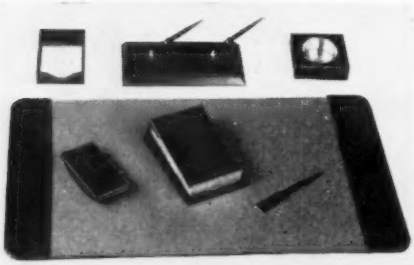
For More Information Circle No. 237

For A Combination of

Utility and Smart Appearance

—Place Your Order Now from an Open Stock of

DESK ACCESSORIES



Tastefully handcrafted in fine top-grain cowhides. Available at your Stationer, Office Furniture Dealer and Department Stores. Catalog available on request.

SAINBERG & CO., INC.

37-43 W. 26 St., N. Y. 10 MU-4-3424-5

For More Information Circle No. 352

Mail Cart!

Put efficiency in your mail operation! This double-deck polished aluminum mail cart by Chesley lets your mail department categorize incoming mail for quick, error-free delivery. Lower basket for out-going mail. Both baskets are removable.

Write for free brochure — or, better still — order today! Available in Legal or Letter Size — Please Specify Size: Length 26½; Width 14; Height 29½ (File Folders Not Included) $40.00 F.O.B. DETROIT

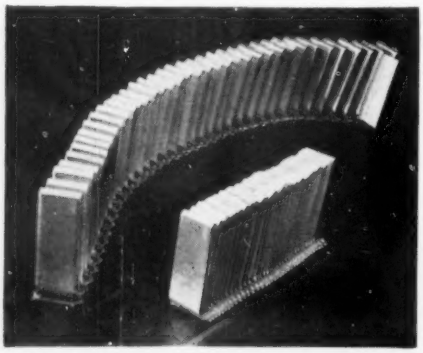
CHESLEY INDUSTRIES

24777 TELEGRAPH ROAD
DETROIT, MICHIGAN

For More Information Circle No. 271

COLLATOR-SORTER

Associated Industrial Designers, Box 39652, Los Angeles 39, Calif., makes the Col-A-Tron, a 36-division collator for sheets up to 9" x 14". Made of all aluminum, the Col-A-Tron is adjustable to operator's reach so that a large number of pages can be gathered in one run. When not in use, it closes to one-third (18") its extended length (60") for storage. When fully extended, each division

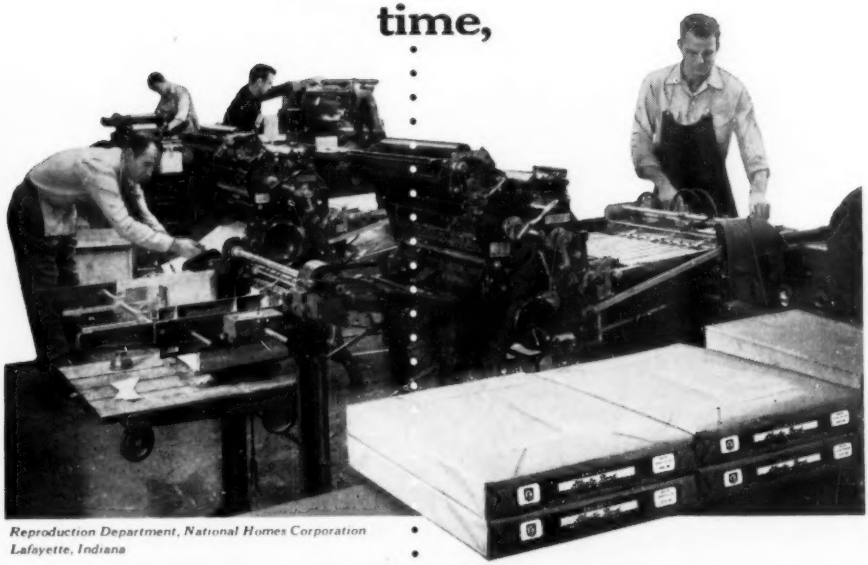


is 1½" wide and will conveniently hold 200 sheets of lightweight paper. Each section has two label positions and blank, self-adhesive index labels are provided. One side can be labeled numerically, the other alphabetically. An operator seated in a swivel chair between two Col-A-Trons has 72 divisions accessible for collating or sorting. The 36-division Col-A-Tron is $65, and a 24-division Col-A-Tron is $55, f.o.b. above. **For More Information Circle No. 117.**

LEDGER TRAY SAFE

York Safe & Lock, 910 Mulberry Rd., S.E., Canton 2, Ohio, makes an improved ledger tray safe which combines on-the-spot fire protection for records with convenient active filing for reference or posting. The unit is equipped with large swivel casters for effortless rolling to point of use at desk or posting machine. Cover is counterbalanced by an exclusive method which permits it to be opened or closed in less than three seconds with almost no muscular effort. When closed,

when it must be on time,



Reproduction Department, National Homes Corporation
Lafayette, Indiana

it should be on

Atlantic Bond!

When there's a deadline that must be met, you can always count on ATLANTIC BOND! Here's why:

ATLANTIC BOND, the genuinely watermarked, #1 Sulphite Bond, which is first in its field for sales, is first in "runability"! ATLANTIC BOND'S "just-right" bulk and rigidity mean smoother running always. And ATLANTIC BOND is moisture-controlled for dimensional stability...assuring more accurate register on every run—no wasted time and effort on re-runs.

ATLANTIC BOND is first in *performance*, too. It's a better-formed, better-looking paper—impressions "take" better...look sharper, clearer. Next time the job calls for *speed*—and must still be first in *quality*— it's good business to make ATLANTIC BOND a "must"!

EASTERN Atlantic E Manifest
EXCELLENCE IN FINE PAPERS

Atlantic Papers

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ATLANTIC DUPLICATOR
ATLANTIC MIMEO
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For More information Circle No. 178

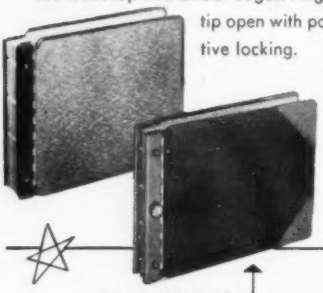
Stars for Office Efficiency

BY NATIONAL BLANK BOOK CO.

National's Ringbook and Post Binders Offer Exclusive Features that Promote Office Efficiency... Help Save Time!

Lockmaster Post Binders

bound in brown or gray Dupont vinyl binding with stainless steel rims to protect desk top and binder edges. Finger-tip open with positive locking.

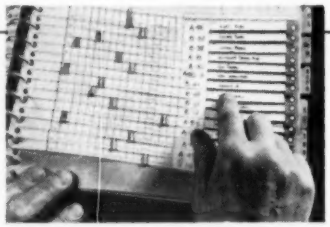


Lock Booster Ringbooks

- Best grades of leather or plastic for attractive appearance, long life.
- Steel hinges for flat opening without cracking.
- Smooth, oval-section rings precision matched minimize sheet wear.
- Fibre back prevents wear and scuffing on backbone.
- Lock Booster opens rings at a touch or closes them securely.

Turn Lock Post Binders

has easy-to-grasp knob that turns left to open, right to provide tive lock that keeps sheets securely compressed in binder.



Prongmaster Visible Binders

with automatic shift for insertion or removal of sheets . . . flat opening . . . metal rims and hinges.

Ring Visible Binders

with Dupont vinyl cover over stiff board . . . metal rims and hinges . . . Lock Booster for positive locking.

NATIONAL

Write for Folder No. 306 **NATIONAL BLANK BOOK CO., Holyoke, Mass., or...**

CALL YOUR NEAREST

NATIONAL BLANK BOOK STATIONER

For More Information Circle No. 205

records are protected against a one-hour fire reaching 1700°, certified by Underwriters' Laboratories label. The York Ledger Tray Safe accommodates trays for any kind of record, including card and compression type trays. Tension of counterbalanced lid and height

of trays are adjustable. When lid is lifted, records rise to the most convenient operating height, fully exposed for easy visibility and use. Safes are made in two sizes, and trays are designed to take maximum advantage of the pan-depth of the unit, affording high capacity. **For More Information Circle No. 133.**

ADDRESSING SYSTEM

Weber Marking Systems, Div. of Weber Addressing Machine Co., Dept. 8G, Mount Prospect, Ill., offers a bulletin on the Weber Facsimile-Label System. It describes how facsimile label impressions are made from a die-cut stencil attached to a small handprinter. This eliminates the need for preparing and applying shipping labels. There are photographs of various sample die-cut stencils, and photos and descriptions of the wide range of handprinters available. For a free copy, **Circle No. 151.**

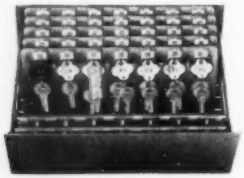
FAST • SAFE PORTABLE!

Add filing space by destroying cancelled checks, ledger sheets, time cards, W2's, pay vouchers, and obsolete papers—in your own office! The new "SILVER EXECUTIVE AUTOMATIC" Paper Shredder is the only automatic feed machine . . . shreds papers into unreadable 1/4" strips, in just a few seconds! The machine is an attractive, typewriter-size, portable desk model, with full 1/2 HP motor. Completely safe, and easy to operate. Many other sizes available, too.

Ten-Day Trial on any shredder.
Write today for literature.

INDUSTRIAL SHREDDER And Cutter Company
103 MILL ST. • SALEM, OHIO
For More Information Circle No. 286

A portable office key tray . . .



The **EMBASSY**

LOCK it in desk or file drawers, safes, closets, lockers, etc., it's easily carried to point of use. Offered in five capacities, from 21 to 49, the Embassy has all TelKee system components, and it will give real convenience and security. Specially priced for commercial buyers $15.52 up f.o.b. factory.

TEL KEE

Write Dept. OE-1 today for detailed Embassy specifications and for our new catalog of "complete" TelKee systems for any requirement, large or small.

The **MOORE KEY CONTROL®** *Systems*

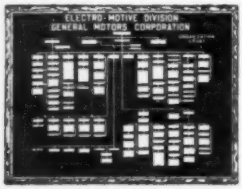
P. O. MOORE, INC. • A SUBSIDIARY OF SUNROC CORP.
GLEN RIDDLE, PENNSYLVANIA

For More Information Circle No. 312

STOP COSTLY RE-DRAFTING OF ORGANIZATION CHARTS

THE COFFIELD EVERLASTING *Interchangeable* ORGANIZATION CHART

A typist, a typewriter and typing paper are all you need to keep your chart up to date. It's that simple!



- **Sizes to Fit Any Organization Structure**
- **All Parts Are Movable and Re-usable**
- **Photographs for Sharp Prints**

Write for Free Illustrated Folder with Price Schedule No. O-8

MANAGEMENT CONTROL CHARTS CO.
1731 N. WELLS ST. CHICAGO 14, ILL.

For More Information Circle No. 313

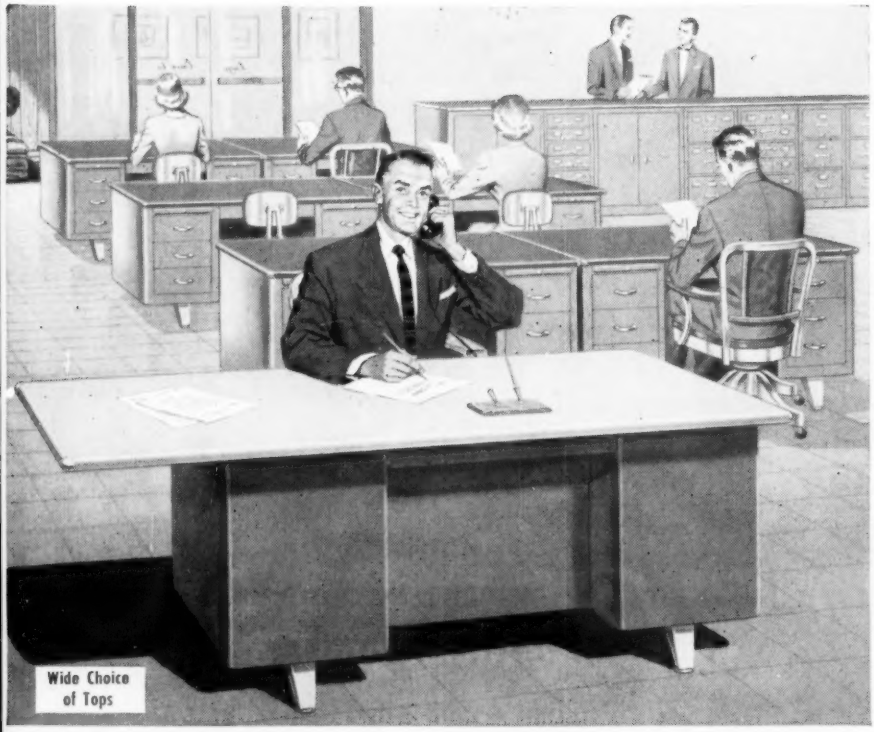
TRANSLUCENT MASTER PAPER

Neenah Paper Co., Neenah, Wis., offers a folder containing information and samples of Speedmaster, Neenah's 25% rag content translucent master paper. Speedmaster is a quality master paper that looks similar to a lightweight bond, yet it transmits light to reproduce clean

copies even when run fast through direct print, diazo copying machines. It has a slightly toothy finish so it will take writing from a pencil or ballpoint pen. Because of its rag content, it has the strength to be handled frequently and run through the machine again and again. For the free folder of samples, **Circle No. 129.**

COMPUTER SYSTEMS DATA

Dept. KP, Remington Rand Univac Div., Sperry Rand Corp., 1902 W. Minnehaha Ave., St. Paul W4, Minn., offers literature describing Univac's MTM Transrecorder, PTM and MTP Converters. All three deal with the use of tape to transmit data for the various Univac systems; the Transrecorder permits high speed communication between elements of Univac systems over existing long distance telephone lines, the PTM transfers codes from punched paper tape to Univac magnetic tape and the MTP trans



More Time for Management

NEVER before in the history of American business has the handling of detail been so important. Shaw-Walker *"time-engineering"* has perfected features that make the organizing and handling of office work easier. These features, exclusive with Shaw-Walker, give management more time.

This stylized Work-Organizer Desk is the closest approach to desk automation yet created. *"Time-Engineered"* 22 ways to make each day's work easier and more productive. 86 models for every need.

Drawer Interiors Are Planned to make every move easier, faster. Drawers provide specific places for all work and working tools—keep top clear of everything but job at hand — guaranteed to eliminate clutter.

Modern As Tomorrow—Years ahead in beauty and comfort. Stylized base, recessed back. There's a wide choice of top styles, top materials, drawer arrangements and color.

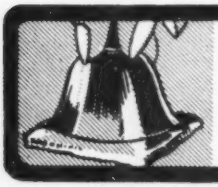
"Built Like a Skyscraper"

SHAW-WALKER

Largest Exclusive Makers of Office Equipment
Muskegon 9, Mich. Representatives Everywhere

For More Information Circle No. 247

pulls the dirt out of typewriter type rather than washing it into the machine



Flatten the putty by pressing very firmly.

Press it on all of the type. Do not rub.

Fold the putty upward to original pyramid shape

NO MESSY LIQUIDS to remove nail polish, spot or spatter clothes.

NO HARMFUL FUMES to cause headaches or colds.

To make neat erasures—just touch the word to be erased, Bud will absorb the surplus ink. Then erase and there will be no smear.

Retails for 50¢ each

Dealers—write for sample and cost

BUD TYPE CLEANER
P. O. BOX 464-4
BALTIMORE 12, MARYLAND

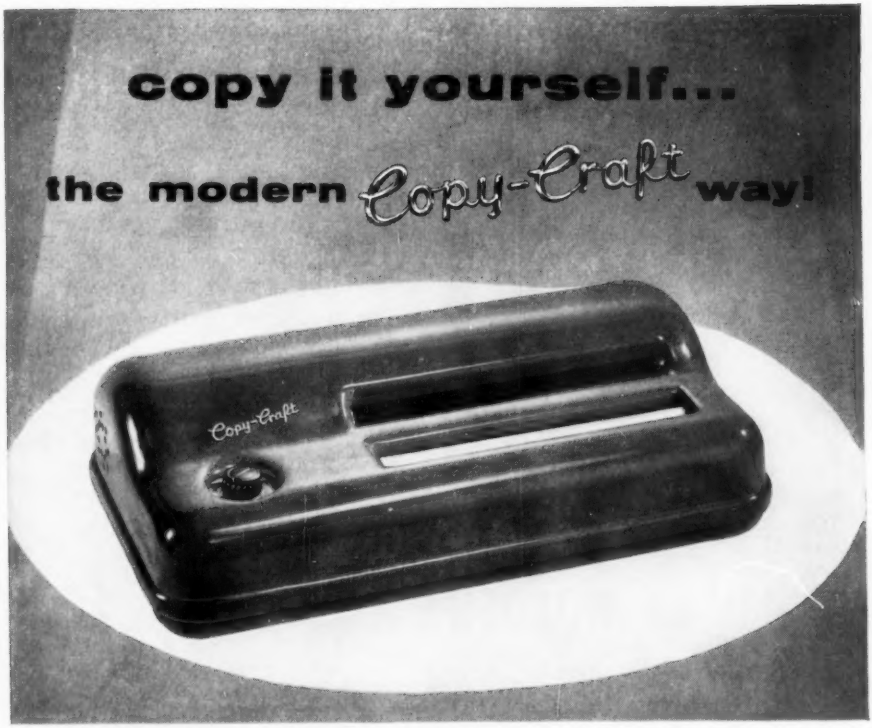
For More Information Circle No. 279

fers codes from Univac magnetic tape to punched paper tape. The ten-page folder points out the rapid conversion, convenience and flexibility of the Converters and explains the Transrecorder's function in providing more extensive use of peripheral equipment located some distance away from the central computer. The MTM also permits rapid communication between complete Univac computing systems. Each item is treated separately with photographs, description of components and an explanation of the general characteristics. For a copy of this literature, **Circle No. 138.**

HEAVY MACHINE STAND

Maso Steel Products, Inc., 53 W. Jackson Blvd., Room 908, Chicago 4, Ill., has added a non-scarring, chromium plated Power-Pedal to the redesigned Maso 2000-C heavy duty business machine stand. The pedal offers greater foot contact area for easier application of pressure, and is formed of two reinforced

and welded sections of heavy gauge steel for additional strength and to eliminate chances of bending. Its smooth, rounded edges prevent damage to hose and clothing. Widened center-supported quick-change channels have welded bridge for strength and firmness. Stronger one-piece cups with enlarged bottom surfaces rest firmly on channel without rocking. Other features include heavy gauge, crossbraced rigid tubular steel legs, curved for ex-



Other ways of copying will then seem antiquated. It's so quick and easy to do-it-yourself with your "Copy-Craft" photocopier you'll wonder why you ever wasted time and effort with hand copying methods. And "Copy-Craft" photocopies needn't be checked for accuracy — they're exact! Imagine, right in your own office, at a flick of the dial, your "Copy-Craft" produces legally accepted, permanent copies for a few pennies apiece. Can you afford *not* to employ this modern work-saver in your business?

SIZE & PRICE:	Model 6440 combination printer and developer in gray-green plastic. Copies 9" wide by any length. Price $339.00.
LIGHTING:	Works under your normal office lights.
SUPPLIES.	Designed for use with top quality transfer papers such as Copyrapid, Gevacopy or Copy-Craft brands which are available through your Copy-Craft dealer or branch office.
TYPE OF COPIES:	Copies can be made on any of the following types of paper: • Single sided (white or colored) • Double sided • Air Mail • Card stock • Transparent or Film (excellent for diazo masters or for burning in offset plates).

Available through the branch offices and franchised dealers of

COPY-CRAFT INC. 105 CHAMBERS STREET, NEW YORK 7, N. Y. • BArclay 7-4150

CARBON PAPER AND RIBBONS · DUPLICATING, PHOTOCOPYING AND SYSTEMS MACHINES AND SUPPLIES

For More Information Circle No. 181

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Better Presswork

OR YOUR MONEY BACK!

Jumbo Shell is success-proven 10 yrs.! Thousands sold on approval, less than 1% returned. Many in use 8-10 years, still good! Improves presswork amazingly. "It's like 3 extra rollers!" say users. Installs in 5 minutes without drilling. Choice of brass or lucite cylinder, only $29.50; postpaid if check with order. 5-year guarantee. 10-day money-back guartee. Write!

FREE! Slash masking, set-up time! Try 5 Base Line Masking Sheets FREE! For Nos. 1250, 1300, 2066-SD, LD, also Davidsons. Mention make, model press!

$29.50 COMPLETE

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3241 Eastlake Dept. OM Seattle 2, Wash.

For More Information Circle No. 262

LOOK to WORDEN

for dependable quality
in wood office furniture

3060 SERIES

A complete line of commercial type office desks, chairs, and leather upholstered furniture.

Write for catalog and details.

the **WORDEN** *company*
HOLLAND MICHIGAN

For More Information Circle No. 263

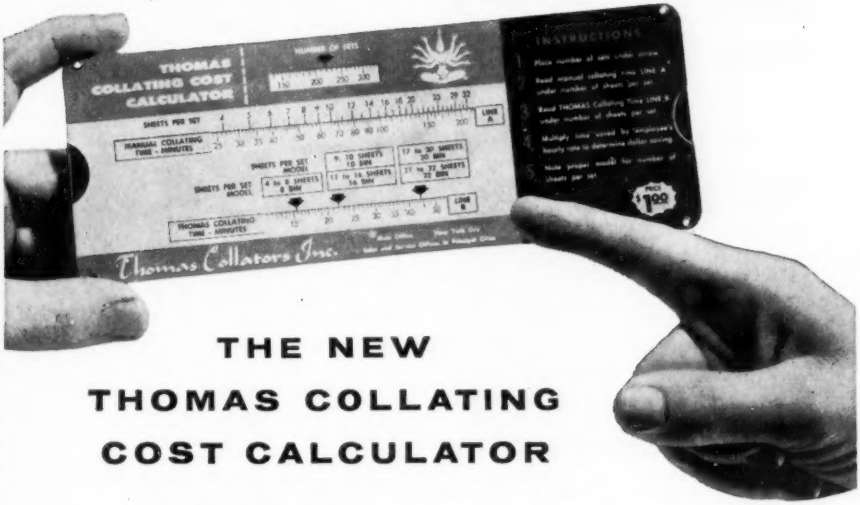
tra foot room; continuous piano hinged drop leaves; elbow type drop leaf arms that lock immediately when leaf is raised and release with fingertip touch; large top for working space; one adjustable leg for uneven floors; extreme rigidity of construction for safety and trouble-free operation. Finished in modern chip-proof, baked-on enamel in gray, green, brown, desert sage and mist green. **For More Information Circle No. 105.**

OFFSET PLATEMAKER

NuArc Co., 824 S. Western Ave., Chicago 12, Ill., makes the completely Automatic Rapid Printer which has a built-in carbon arc lamp with automatic strike and feed mechanism, providing instant and perfect light at all times. A blower,

mounted in cabinet, eliminates smoke and ash from the arc housing. This model assures perfect printing plates for Multilith, Davidson and other offset presses, up to and including 17½" x 22½" size. It employs the same method of platemaking used by large lithographers for many years. The Automatic Rapid Printer is extremely clean and can easily be operated by anyone. It requires little floorspace and is 100% safe to use, as there are no harmful odors. The rays of arc cannot escape from the cabinet

Yours FREE!



THE NEW THOMAS COLLATING COST CALCULATOR

Now schedule collating jobs and operating personnel with the highest possible efficiency!

Here's an easy, fast and accurate method to take the guess work out of any collating assignment. Now, for the first time, you can tell in a jiffy just how long it will take, how much it will cost, and what is the quickest and least expensive way to do the job.

Whether you do a lot of collating or just a little . . . whether you collate by hand or with a Thomas Collator, this new cost calculator is **sure** to be a **real** help! Fill out the coupon below and mail today for your **free** calculator. **No obligation, of course!**

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For More Information Circle No. 248

AVOID COST AND DELAY OF BINDERY DRILLING

CURE HAND-PUNCHING HEADACHES WITH A

Spinnit

PAPER DRILL

A real production model—handles big or small jobs. Does clean, sharp drilling. Takes 1″ stock. Table size 12″ x 18″. Chip disposal. Adjustable back gage and 4 stops. Price includes one hollow drill. 12 standard size drills from ⅛ to ½″—$3.30 each. Slitting attachment $6.60; slotting attachment $8.25.

Write us for details.

LASSCO PRODUCTS, INC.
485 Hague St. • Rochester 6, N. Y.

For More Information Circle No. 261

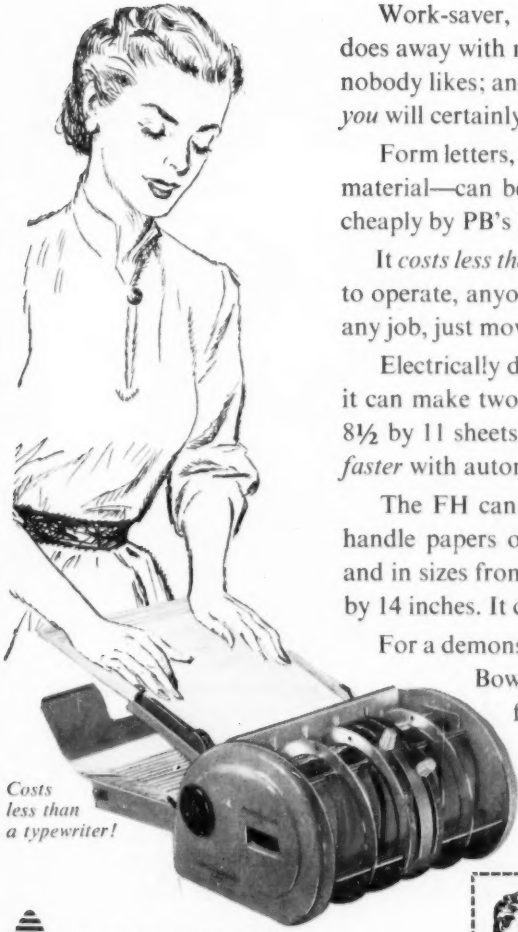
as the lid is always closed when unit is in operation. Equipped with vacuum release valve so lid can be lifted instantly upon completion of plate. Unit is compact, easy to move and can be used in any small office, connected to any 110-volt AC line. **For More Information Circle No. 119.**

TYPEWRITER CODER

Standard Register Co., Dayton 1, Ohio, has developed a Typewriter Encoder for use in conjunction with its Stanomatic electronic unit which senses and translates preprinted coded information from forms. The Encoder can be attached to any standard model electric typewriter to enable a single operator to type numerical information and its dot-code counterpart on the same form at the same time. Selection of the data to be coded

by the Typewriter Encoder is made automatically by the position of the typewriter carriage and by the position of the form within the carriage. If, for instance, numerals in the address are not to be coded, elimination can be programmed in advance. Operation of the attachment does not add appreciably to the noise of normal typing and the typist has an unobstructed view of her work at all times. Information from invoices, pick ticket-packing slips and other documents, may be captured immediately and translated by the Stanomatic to punch card, computer or other receiving ma-

Wonderful work-saver for any office!



Costs less than a typewriter!

Work-saver, and money-saver, too. The FH does away with monotonous hand-folding which nobody likes; and greatly reduces the cost, which *you* will certainly like!

Form letters, statements, bulletins, advertising material—can be folded quickly, accurately and cheaply by PB's little desk-model folder, the FH.

It *costs less than a typewriter*. It is small, simple to operate, anyone can easily use it. To set it for any job, just move two knobs—and start folding!

Electrically driven, with semi-automatic feed, it can make two folds at once...can double fold 8½ by 11 sheets up to 80 per minute. Runs even *faster* with automatic feed (optional).

The FH can make eight different folds, and handle papers of most all weights and finishes, and in sizes from 3 by 3 inches to as large as 8½ by 14 inches. It can fold sheets stapled together.

For a demonstration, call your nearest Pitney-Bowes office. Or, send coupon for a free illustrated booklet.

The larger Model FM, fully automatic, folds up to 19,000 sheets an hour.

PITNEY-BOWES

Folding Machines

Originators of the postage meter . . .
Offices in 94 cities.

PITNEY-BOWES, INC.
3416 Walnut Street
Stamford, Conn.

Please send free Folding Machine booket to:

*Name*_____

*Address*_____

For More Information Circle No. 246

chines without any intermediate steps. There is no need for extra time or labor in encoding since the operation is performed simultaneously with typing. **For More Information Circle No. 144.**

RUBBER CEMENT

Carter's Ink Co., Cambridge 42, Mass., now makes Carter's Rubber Cement in six different sizes to fit every paper sticking job: tubes, 2-oz. and 4-oz., brush-cap bottles, pints, quarts, gallons, and

CORRES-FILE increases efficiency — saves time (50%) and money—improves employee morale, by taking the file clerk out of the laboring class!

Saves TIME, LABOR and up to 40% in SPACE!

Effective Tools for Effective Management

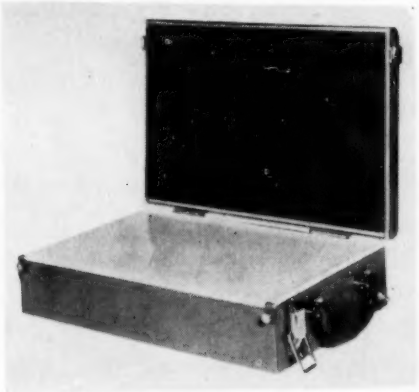
WASSELL ORGANIZATION, INC. Westport, Conn.

For More Information Circle No. 277

handy pint dispensers with adjustable brush. Carter's is introducing this complete range of sizes with new yellow and brown labels. The name Rubber Cement is featured on the labels in large lettering. **For More Information Circle No. 130.**

BOOK COPIER

Remington Rand Div., Sperry Rand Corp., 315 Fourth Ave., New York 10, N. Y., announces a Portable Photocopier, designed to copy pages of bound books just as easily as flat material. Weighing only 13 lbs. complete with cover, the



sturdy, all-metal unit is finished in Gray-Rite. Simple to operate, it produces full-size copies of any record—typed, printed, or handwritten, on paper, cloth, film, or even heavy card stock. It is economically priced and will photocopy by direct light transmission or by reflected light. **For More Information Circle No. 152.**

OFFSET DUPLICATOR

Davidson Corp., 29 Ryerson St., Brooklyn 5, N. Y., offers a brochure describing the new wide range of use of the Davidson Dual-Lith Model 241 and how it is accomplished. One of the features is the use of the continuous load friction feeder for an extended range of imprinting applications, enabling it to handle heavy materials, like cartons. Use

NOW . . . offered to *you* for the first time!

"MANUAL OF MODERN PLASTIC AND LOOSE LEAF BINDING."

This handsome, elaborate Manual—colorfully GBC plastic bound—has been months in preparation and is one of the most expensive and idea stimulating books ever offered for selected distribution. Illustrates the many advantages of the modern GBC Binding System . . . increased efficiencies . . . savings in time and money . . . greater prestige, readership, and life for catalogs, reports and presentations. Pages lie flat—turn easily. You and your staff will want to examine this informative manual.

Send for your FREE copy today. Supply is limited.

General Binding Corporation
812 W. Belmont Ave., Dept. O-8, Chicago 14, Ill.

For More Information Circle No. 266

INDIVIDUAL LETTERS with

ROBOTYPER

in Quantity Automatically!

For information write

ROBOTYPER CORPORATION

125 E. Allen Street • Hendersonville, N. C.

For More Information Circle No. 267

COTTERMAN TUBULAR WELDED STEEL SAFETY LADDERS
For Filing Rooms, Stock Rooms, Vaults. Strong—Easy to Move, Easy to Climb.

Mounted on Swivel Brake Casters which allow the ladder to be rolled freely when no one is on it. When you step on the ladder the rubber cushioned legs rest on the floor and prevent rolling. Made in 13 heights — 4 widths. Send for Circular 56-0 and prices.

I. D. COTTERMAN, Mfr.
4535 N. Ravenswood Ave.
Chicago 40, Ill.

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FREE GENUINE ENGRAVED LETTERHEADS
DIES AND PROOFS $15.00 FOR 1000
Genuine ENGRAVED BUSINESS CARDS
500 $11 • 1000 $15
BUSINESS ANNOUNCEMENTS 500 ONLY $28
MANUSCRIPT COVERS $3.00 FOR 100
CLIP YOUR LETTERHEAD TO THIS AD.... MAIL FOR FREE PROOF
DEWBERRY ENGRAVING CO.
807 SO. 20th ST., BIRMINGHAM 5, ALABAMA

For More Information Circle No. 273

BUSINESS FORMS
CARBON — INTERLEAVED PULLOUTS — SINGLE SET
OFFSET & LETTERPRESS
FINE QUALITY — LOW PRICES — FAST DELIVERY
•
Among Nation's Most Progressive Printing Plants
(Expanding Steadily Since 1938)
•
ORDER DIRECT — BUY WHOLESALE — NOT RETAIL
EXCLUSIVE DEALER AREAS ALSO AVAILABLE
•
We Feature 30 Day Delivery — No Order Too Large
The Duplicate Forms Co.
STATION STREET MENTOR, OHIO

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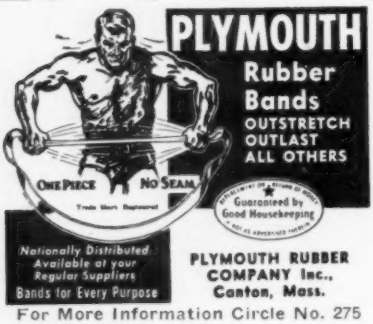
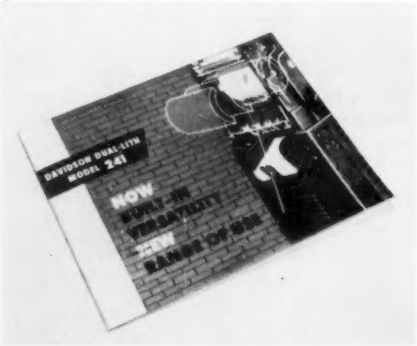


For More Information Circle No. 275

of the receding pile jogger with the machine also is depicted. The colorful brochure explains how Model 241 achieves built-in versatility through the Davidson Two-Cylinder Principle of design and removable segments, and illustrates eight of the various segments available and



how they are used. By attaching the proper segment, one Davidson Dual-Lith Model 241 can perform: offset lithography, simultaneous two-sided lithography, dry offset, Davengraving, letterpress, imprinting, numbering or perforating. For a copy of the brochure, **Circle No. 132.**

PLASTIC EXPANSION WALLET

Smead Mfg. Co., Hastings, Minn., makes a vinyl expansion wallet which provides more capacity than is usually

found in wallets of this type. It permits expansion of 1¾" to accommodate small packages and personal articles in

it all adds up to a low cost high quality product...the

new Regna itemizing cash register

a cash register, adding machine and simplified bookkeeping machine ALL IN ONE STREAMLINED UNIT!

Ideal for *all* small and medium sized retailers—a superb quality product in the low price class. Compact, sturdy, precision-built; manual or electrically operated models in green or ivory.

• Customer gets itemized receipt of each item purchased; Regna simultaneously records copy for owner • Sale Total and Grand Total are automatically registered and recorded; total receipts can be instantly checked any time • Single item key records single item sale in one swift operation • Non-add key allows use as adding machine—without affecting Grand Total • Customer counting device shows volume of daily traffic • 6 designating keys for clerks, departments, special items • Lock for Grand Total and Sub Grand Total—and for tape • Individual keys for Charge Sales, Paid-Out, Non-space and Repeat operations. Printing device with store's name.

IN CANADA: Regna Cash Registers of Canada Ltd., 704 Notre Dame St. W., Montreal, Que., and Business Equipment Machines, 489-R King St. W., Toronto, Ont.

OUTSIDE CONTINENTAL U.S.: Jorgen S. Lien, Box 507, Bergen, Norway.

Complete stock of Regna parts available throughout the U.S.

REGNA CASH REGISTER

Regna Cash Registers, Inc.
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Gentlemen:
Please send more information on the new Regna itemizing Cash Register and outline advantages of becoming a Regna dealer.

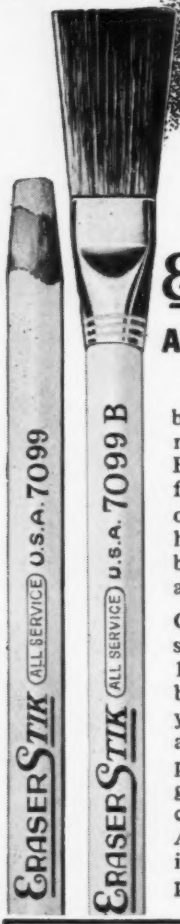
Name.....

Address.....

City.....Zone.....State.....

For More Information Circle No. 184

I FEEL JUST LIKE A CRIMINAL



HIDING MY A.W.FABER ERASER STIK ALL FOR MYSELF!

I don't mind if they borrow my lipstick—but no mistake about it, an EraserStik is a girl's best friend. It erases without a trace. I don't see how you can turn out beautiful letters without an EraserStik.

GIRLS, EraserStiks are so economical — only 10¢ each, 20¢ with brush — you can have your very own to use and cherish. Let no one palm off a "just-as-good" substitute. Be certain it has the A.W.Faber imprint on its gleaming white polish.

A.W.FABER-CASTELL
PENCIL CO., INC. NEWARK 3, N. J.

For More Information Circle No. 278

addition to a generous number of papers, records, etc. Made of waterproof, heavy gauge pure vinyl in attractive walnut brown Floridian grain. The gussets are formed by scoring and the seams are welded by high frequency electronics. Equipped with a Glyd-Loc fastener to assure a glove fitting effect for contents at all times, whether the wallet is partially or completely filled. Size approximately 16" x 11". **For More Information Circle No. 153.**

MARGINALLY PUNCHED BINDERS

Elbe File & Binder Co., Fall River, Mass., has expanded its line of binders for marginally punched forms, adding

many new constructions. These are illustrated in literature showing thin ring, thin prong, thin post, flexible wire and compression types of binders and folders for every marginally punched binder requirement. For the free literature, **Circle No. 121.**

INDEXING DATA

Smead Mfg. Co., Hastings, Minn., offers a folder containing some useful file indexing information. Titled, "The Odds Run Against You," it gives the frequency of alphabetical letters in names. How to choose indexes for different sizes of files, from a two-drawer desk-top file to a 400-drawer installation, is indicated. The folder has space for dealer imprint. For a free copy, **Circle No. 104.**

WAUKESHA FOUNDRY

REDUCES INVOICE AND SHOP FORMS 70% WITH COLITHO OFFSET DUPLICATING PLATES

The urgent problem of the Waukesha Foundry Company was to streamline its 17-part combination invoice and shop-copy forms. Aside from being obviously unwieldy, the old system absorbed countless manhours in typing and checking—and presented many chances for transcription errors.

The invoice set was reduced to five parts. The necessary shop copy forms containing all the vital technical data for each job are reproduced from Colitho Direct Image Paper Plates.

The total parts of the invoice set are reduced by more than two thirds, transcription errors are automatically eliminated and costly hours of retyping and checking time are saved. And the same Colitho Plate produces all shop-copies—uniform, original-looking copies—in perfect registration and in any amounts required.

● This case history demonstrates the economy and efficiency that countless businesses now enjoy through the use of Colitho Plates. We have a collection of these factual stories which you will find packed with valuable ideas. Just use the coupon and you'll receive your copy of the Colitho Idea File promptly.

Colitho

THE "ONE-WRITE" WAY TO RUN A BUSINESS

Colitho Division, COLUMBIA RIBBON & CARBON MFG. CO., Inc.
968 Herb Hill Road, Glen Cove, N. Y.

Okay, rush the Colitho Idea File.

Name_____

Company_____

Address_____

City_____ Zone____ State_____

For More Information Circle No. 245

TELEPHONE LOCK

E-Z Dial Specialty Co., 135 State St., Hackensack, N. J., makes the Loc-ur-fone which completely obscures the telephone dial when installed. Made of black

phenolic plastic, it appears to be part of the phone and serves its purpose without detracting from the phone's appearance. Claimed to be foolproof, the Loc-ur-phone is used by firms wishing to prevent overtime workers, cleaners and maintenance help from using the phone. Also used in homes to reduce calls made by teenagers and domestics. Mounted with key on lithographed card, 12 to a carton, retails at $1. **For More Information Circle No. 109.**

OFFSET PLATE

Polychrome Corp., 2 Ashburton Ave., Yonkers 2, N. Y., makes the Polykote pre-sensitized non-metallic offset plate which retails at 18c. After a 20-second exposure under a 35-amp. arc, plate is mounted on press and run started. Good for medium runs of all linework, screens and halftones. The plate is durable and will take deletions with no signs of toning or weakening. Especially suited for use with Green Polychrome Mechanical Negatives. For processing instructions and free sample, **Circle No. 150.**

Southern Folder & Index Co.

P. O. Box 1232, El Dorado, Ark.

manufacturing standard and special filing requirements

FORM FOLDERS — Printed Your Copy
"In Stock" — Attorney Folders — Report Covers
Funeral Folders — Ledger Folders

Samples Furnished ***Inquiries Answered Promptly***

For More Information Circle No. 268

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1,015 DEALERS HAVE A PROFITABLE SIDE-LINE in . . .

ONE-TIME Snap-Easy CARBON FORMS

The 1,015 dealers who sell Snap-Easy Forms get lucrative discounts . . . their own imprint on forms . . . protection on repeats. 1,015 dealers are making (Snap)-Easy money—So can you! Write today.

Arthur J. Gavrin Press, Inc.

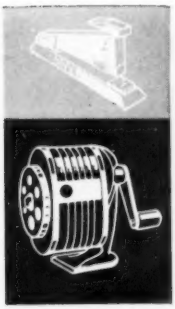
Main Plant: New Rochelle, N. Y. — Branch Plant: Denison, Texas

For More Information Circle No. 269

Apsco products are

INITIAL COST
DURABILITY
EFFICIENCY
ATTRACTIVENESS
LOW MAINTENANCE

for office installation



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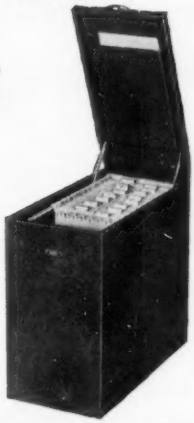

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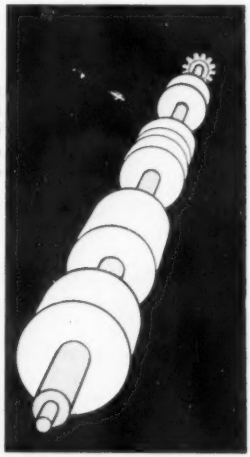

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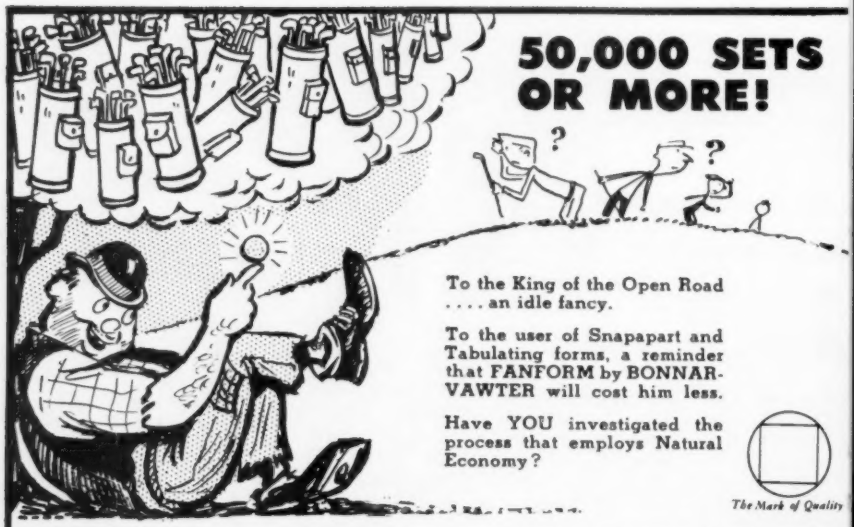
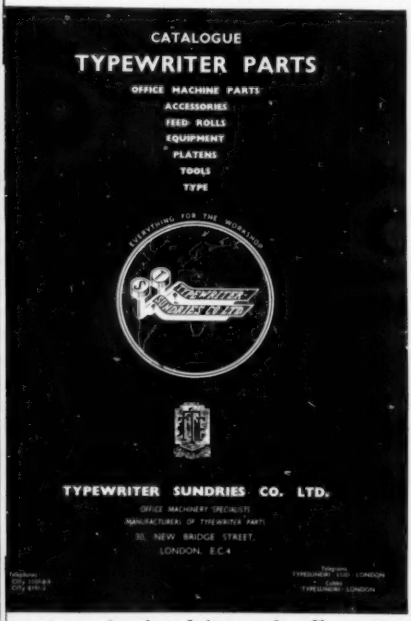


For More Information Circle No. 207

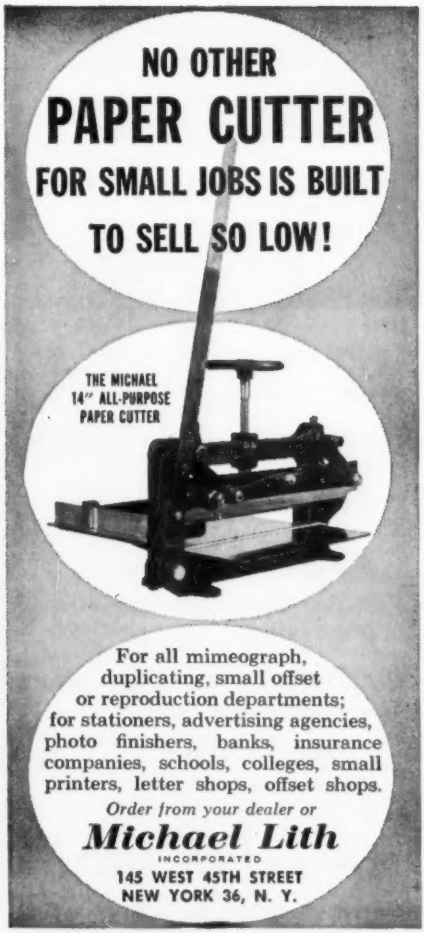
For More Information Circle No. 208

MACHINE PARTS CATALOG

Typewriter Sundries Co. Ltd., 30 New ridge St., London E.C. 4, England, has sued a new catalog of typewriter and her office machine parts that sets a gh standard for a catalog of parts, ols, accessories, type, platens, feed-lls and certain equipment. The cata-g is a comprehensive compilation of e items used in the office machine work-op and lists and illustrates thousands

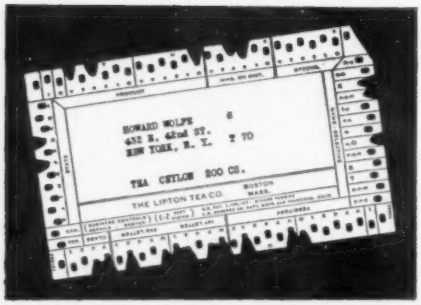


parts and related items for European d American machines. Produced in und book form with hard cover, it is dexed in detail for ready reference. includes many valuable helps for the ade such as the ribbon widths of almost 0 office machines and offerings of me-anical service manuals for standard d portable typewriters. Profusely ustrated and handsomely printed. Type-riter Sundries Co. Ltd. indicates the talog is published for the exclusive e of office machine dealers and manu-cturers. For a copy of the catalog, rcle No. 102.



For More Information Circle No. 281

For More Information Circle No. 282



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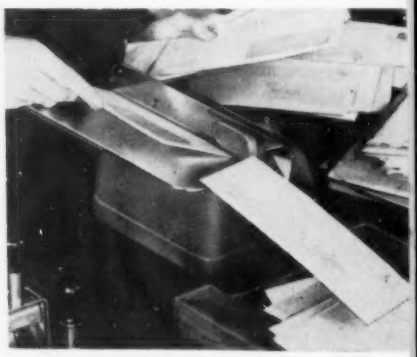
For More Information Circle No. 270

LETTER OPENER

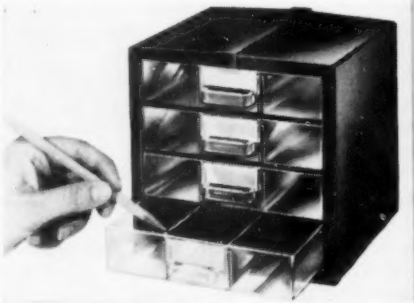
Standard Stationery Supply Co., 102 S. Wabash Ave., Chicago 5, Ill., an nounces the new Post-E Electric Lette Opener which requires only 6" x 8" o desk space and opens 60 to 80 letters minute. It opens envelopes of all size and thicknesses without sorting or ad justment. Envelopes are opened withou

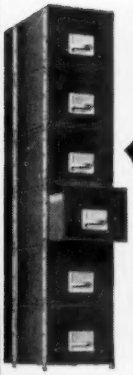


cutting a waste strip which eliminate cleaning up. Rotary cutting knife is self sharpening. Selling under $100, thi opener was designed for smaller office but is used by larger firms who hav installed several in different locations Anyone can operate it. Dealerships avai able. **For More Information Circle No 134.**

SMALL STORAGE CABINET

Campro Sales Co., 1300 Fourth St S.W., Canton 2, Ohio, makes the Jiff Mighty Midget cabinet which measure only 6½" square and has three trans





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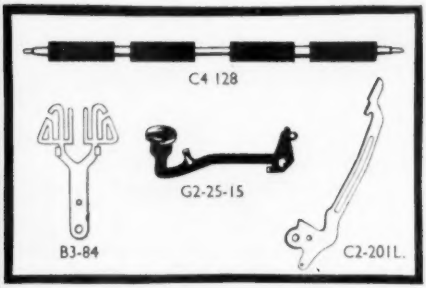

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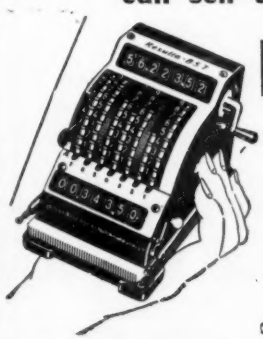

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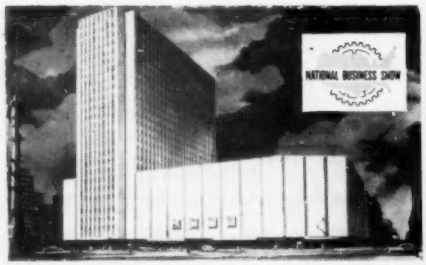

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For More Information Circle No. 218

rent drawers each of which can be di-ided into three compartments. Each rawer is 5¾" x 5¾" x 1¼" and suitable r storing small items like paper clips, ens, rubber bands, stamps, art materials, c. Stored items are easily seen through e transparent drawer fronts which ave molded handles and card holders. lade of high impact plastic with rubber pped feet, cabinet retails for about 2.49. **For More Information Circle No. 03.**

STENCIL ROLLER

Force Western, Inc., 216 W. Jackson lvd., Chicago 6, Ill., makes the Roll-Stencil for applying stenciled addresses irectly to shipping containers. It is said be three times faster than other sten-ling methods for quality impressions. he unit holds enough ink to stencil all ay on one inking. Twin rollers cover three-line stencil with ¾"-high letters four lines of ½"-letters) in one stroke. Recommended for stenciling corrugated board cartons, smooth wood cases and absorbent surfaces. Meets Federal Speci-

fication TT-I-559. Boxed set containing Roll-A-Stencil and pint can of ink is $10.50. **For More Information Circle No. 143.**

For More Information Circle No. 276

NEWS of the Office

SPAA Elects Officers

Allen Y. Davis

Allen Y. Davis, manager of systems for Charles Pfizer & Co., Brooklyn, N. Y., was elected president of the Systems & Procedures Assn. of America. Other officers include F. Walter Wanner, systems and methods consultant, Standard Oil Co. of New Jersey, who will serve as vice president. James C. White, manager of the administrative systems, A. C. Spark Plug Div. of General Motors Corp., Milwaukee, is secretary; John W. Hulen, Trenton Retirement Service Div., Safeway Stores, San Francisco, is treasurer.

One of the first duties of the newly elected officers will be to work with Joseph A. MacQueen in planning the 9th Annual International Systems Meeting, of which he is general chairman. It will be held Oct. 22-24, at the Bellevue-Stratford Hotel in Philadelphia. Over 1,000 persons are expected to attend the sessions, which will cover all phases of the systems and procedures field.

Records Management Courses

In cooperation with Records Management Institute, Columbia University, New York, offers two courses in records management. This is the inaugural step in plans for the first complete Program for Records Management and Scientific Paperwork Control. Courses will be given by Arthur Barcan, executive director of Records Management Institute, and Prof. Thomas Hubin, Fordham University, beginning the first week in October.

1100 at NMAA Convention

Donald L. Gerighty

Over 1100 regi tered at the annu convention of t National Machi Accountants Ass in Houston, Ju 27-29. Donald Gerighty, Aeroqui Corp., Jackso Mich., was electe president. W. Daniel, Richmon Petersburg Turnpike Authority, is execu tive vice president. Other vice pres dents are James Hunt, Peter Wilcox, E ward A. Pagni, Elmer F. Judge, Lest Hill and William Howell. Treasurer Dr. S. Edgar Wirt, Purdue University Lafayette, Ind.

NACA Officers

Philip J. Warner

Philip J. Warner, president, Ronald Press Co., New York, was elected president of the National Assn. of Cost Accountants for its 1956-57 year. Vice presidents are Leslie I. Asher, Small Aircraft Engine Dept., General Electric Co., Lynn, Mass.; Oliver J. Ed wards, Perfection Mattress & Sprin Co., Birmingham, Ala.; James B. Fenne Electric Auto-Lite Co., Toledo; Donald J Guth, Solar Aircraft Co., Des Moines George A. Hewitt of Lybrand, Ros Bros. & Montgomery, Philadelphia; Wil lis W. Shenk, Lancaster Newspapers Inc., and WCAL, Inc., Lancaster, Pa. Norman H. S. Vincent, Robert Dougla

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Brooklyn	Fresno	Minneapolis	Portland	Sherman Oaks	Johannesburg, S. A.
Buffalo	Grand Rapids	Newark	Providence	South Bend	London, England
Chicago	Hammond	New Haven	Racine	Springfield	Paris, France
Cincinnati	Hartford	New Orleans	Richmond	Syracuse	Montreal, Canada
Cleveland	Houston	New York	Rochester	Tacoma	Toronto, Canada

For More Information Circle No. 289

For More Information Circle No. 195

& Co., Boston; John W. Old, Humble Oil & Refining Co., Houston. Charles H. Towns of Loomis, Suffern & Fernald, New York, is treasurer.

Electronic Conference

Joseph L. Neumiller announced that the Electronic Business Systems Conference will hold its second annual meeting on Nov. 8-9 at the Sheraton-Palace Hotel, San Francisco. It is sponsored by the Western Region of National Machine Accountants Assn. and will thoroughly cover all phases of integrated data processing. Exhibits will display the products of leading manufacturers. Full information from Mr. Neumiller at Box 3584, Rincon Annex, San Francisco.

NABAC Executive Director

Dr. F. Byers Miller, Dean, School of Business Administration, University of Richmond, has been appointed executive director, and Darrell R. Cochard has been elevated to the new position of executive vice president of the National Assn. of Bank Auditors & Controllers, according to the association's president, Robert F. Goodwin. The appointments will become effective Sept. 1 when Dr. Miller will assume the administrative duties of the association's headquarters and Mr. Cochard will focus his attention primarily on matters of policy and the future development of NABAC, as well as continue his present liaison work with allied associations and the supervisory authorities.

OEANY Division Heads

At the annual election of vice presidents of the Office Executives Assn. of New York, the following were inducted: Earl G. Bunce, General Aniline & Film Corp., in charge of public relations; Arthur B. Richmond, Burlington Industries, Inc., in charge of research and study; George W. Tisdale, Commercial Union Assurance Co., in charge of the educational division; Martin B. Carter, New York University, in charge of programs and meetings; Everett F. Jacobus, National Board of YMCAs, in charge of membership.

Winners of the first annual OEANY scholarship awards were Jeanette Bertolo and Andrean Moyles. The scholarships are worth $500.

Drops "Simplified" Keyboard

The General Services Administration in Washington has abandoned the Dvorak typewriter keyboard, at least temporarily, because typists who used it in a four-month comparative test were not as accurate as those using standard keyboards. Also, a minimum of 100 hours of instruction and drill were required to retrain a typist.

How to Live Longer

TEN RULES for longevity were told to the convention of the National Chiropractic Assn. last month, by Dr. Emmett J. Murphy, Washington, D. C., who said: "Everybody can make their lives begin at 40, and have just as much fun as they had in their teens, with the advantage of added wisdom and maturity, by following these ten simple rules:

1. *Resolve Not To Grow Old.* Youth is a state of mind; age is often an unnecessary surrender. Live in the present and the future. Forget "the good old days." Those who live in the past grow old accordingly. Watch the tendency to say, "I remember when," and retain an elastic mind. Keep an interest in events happening now and in future developments. Keeping young is a personality trait which makes one resolved to never admit to being old. "Act your age" in the treatment of your body, but think and dress up-to-date. Do not banish yourself from the company of those younger than yourself.

2. *Slow Down.* You may be able to go as fast as ever but this invites ageing. Make haste slowly for a longer, more useful life.

3. *Avoid Fatigue — It Kills.* When tired, rest promptly and completely. Fatigue produces poisons which hasten

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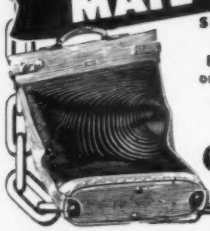

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old age. Don't drive yourself to exhaustion.

4. *Learn to Relax.* Even when working, keep the muscles loose to save wear and tear on the nervous system. Try to lie down for a half-hour each day.

5. *Control Your Emotions.* Don't whip your nerves with "scenes." This saps energy, slows you down, lowers efficiency. A needless dither is destructive.

6. *Cultivate Patience.* Adopt an unruffled attitude towards life. Be calm, learn to wait, adopt a moderate "nothing matters" philosophy. Impatience is a deterrent to good health.

7. *Develop a Hobby.* Start and maintain an interest in something entirely different from your normal work. Play, read current books, take photos. Collect and cultivate a do-it-yourself habit.

8. *Practice Moderation.* The good things of life can be very bad if exces-

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They have such refined and delicate palates
that they can discover no one worthy of their ballots,
and then when someone terrible gets elected,
they say, "There, that's just what I expected!"
—Ogden Nash

GET READY, by being registered.
GET SET, by knowing what you're voting for. Then—GO VOTE!

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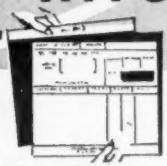
ive indulgence is habitual. Too much f anything is worse than nothing at ll. Excess dulls the appetite, and robs ou of the keen enjoyment which be-ongs to youth. Excess produces the oredom of age.

9. *Watch for Danger Signals.* There re no normal diseases of old age. 'here are conditions, however, which esult from bad living habits and which appen more easily than others. Chronic adigestion, insomnia, headache and atigue are common. These symptoms arn you of sickness. Seek professional elp immediately.

10. *Watch Your Waistline.* An ac-umulation of fat after 40 is a danger o the heart, kidneys and liver. Carry-ng too much weight is exhausting. The oung can endure this but after 40 besity is a dangerous handicap.

NOW TURN LOST ORDERS INTO PROFIT



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- Ink dries instantly on paper yet never dries in the pad!
- Pad surface is always flat and firm does not collect lint!
- Ink cannot gush up between the type causing a blurred impression!
- Impressions are always strong, clear, brilliant and waterproof!
- Ink penetrates pad quickly, will not stand on surface as with ordinary pad!
- Clear-Print Ink and Pad are never affected by moisture or humidity!

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CLEAR-PRINT WOOD STAMP PADS

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NEWS of the Industry

Payroll Machine Modernized

W. F. Hart

International Payroll Machine Co., Oxford, Pa., plans to produce custom built payroll machines, according to W. F. Hart, general manager of the new management which started operating last January. The early machines were developed almost a half-century ago by U. S. Cashier Co., Portland, Ore., which was taken over by International Money Machine Co. Patent controversies raged through the years while the firm developed a machine to add, list, denominate payroll, dispense coins and print payroll envelopes. The government bought all machines in World War II. The firm's owner died in 1952.

The new management will modernize the basic machine to include electronic operation which will greatly increase the machine's versatility. Mr. Hart has had eight years experience in DuPont's engineering research lab. Other principals are: R. V. Edwards, also from DuPont; R. J. Tamanini, eight years with the parent company; and E. A. Blosser, who has had electronic experience with RCA and DuPont.

Bruning Selling Verifax Copiers

Charles Bruning Co. has been appointed a nationwide dealer for Verifax copying machines and materials by Eastman Kodak Co. Bruning's president, Herbert F. Bruning, stated that all of the company's 25 branches in the U. S. will stock, sell and service Verifax copiers. He pointed out that the new dealership provides t company with photocopy equipment complement its presently manufactur line of diazo Copyflex machines and m terials, thus expanding its coverage both the engineering and office copyi fields.

Addo Vice President

N. Gosta Arnheim

Appointment of N. Gosta Arnheim as vice president in charge of sales at Addo Machine Co. of New York was announced by company president George Agrell. Mr. Arnheim was formerly manager of Addo's Roneo Duplicator Division and Adler Typewrit Division. He will concentrate on strengt ening Addo's dealer organization a building dealer-support advertising a publicity campaigns on a consiste basis. A graduate of the Royal Institu of Technology of Stockholm, Mr. Ar heim worked ten years with Europe largest manufacturer of telephone a industrial control equipment before joi ing Addo.

A. B. Dick Co. of N.Y.

A. B. Dick Co. of New York, Inc., h been formed to handle distribution A. B. Dick duplicating products in Ne York City and Westchester County. L cated at 100 Sixth Ave., New York Cit and Hartsdale, Westchester County. Ke neth A. Rouse, who was vice presiden personnel and public relations of t parent firm, will be in charge of ope ations of the subsidiary.

CARBON ROLLS by STORMS

Storms, one of America's pioneer manufacturers of Carbon Rolls, produces a large variety for many purposes. Here are some of the popular Carbon Rolls—others can be made up for special requirements.

- ADDING AND BOOKKEEPING MACHINE ROLLS
- AUTOGRAPHIC REGISTER ROLLS
- ELLIOTT-FISHER BILLING MACHINE ROLLS
- PATTERN TRACING CARBON ROLLS
- BLUE SEMI—*(Carbon one side)*
- BLUE FULL—*(Carbon both sides)*
- DUPLEX—*(Blue one side — Red reverse side)*
- SPECIAL ROLLS FOR NEON SIGN MAKERS
- TELETYPE ROLLS

STORMS SERVICE BUREAU

The Storms Service Bureau is ready to help you with special applications of Carbon Paper, Inked Ribbons and Carbon Rolls. You are invited to consult with Storms whenever you get such requests from your customers. No obligation, of course.

Let us help you develop more business with the Storms line of Carbon Rolls. Write for complete information.

0-8

H. M. STORMS COMPANY
Storms Building, Brooklyn 38, N. Y.
We would like to know more about the profit possibilities of Storms Carbon Rolls. Please send complete information.
We would like a copy of the Storms Catalog.

NAME_____
COMPANY NAME_____
ADDRESS_____ ZONE_____ STATE_____
CITY_____

H. M. STORMS COMPANY
STORMS BUILDING • BROOKLYN 38, N. Y.

"The Complete Line — that Stands the Test of Time"

For More Information Circle No. 244

For the best in USED MONROE CALCULATORS

You can depend on the quality and condition of our used Monroe Desk Calculators —offered by the only outlet directly authorized by Monroe to distribute equipment of this kind.

CALCULATOR EQUIPMENT CORPORATION

556 Central Avenue, Orange, New Jersey

For More Information Circle No. 233

Remington Rand Promotion

Harry Maley

Harry Maley has been promoted to vice president and general sales manager for Systems-Photo Records of the Remington Rand Division of Sperry Rand Corp. He has been associated with Remington Rand since 1927, holding such posts as assistant general sales manager and branch manager in Chicago, New York and Cleveland.

Coxhead Advertising Manager

Ralph N. Coxhead

Appointment of Ralph N. Coxhead as manager of the advertising department was announced by Adolph F. Leitner, executive vice president, Ralph C. Coxhead Corp., Newark, N. J., manufacturers of office composing machines. After graduating from Colgate University in 1951, Mr. Coxhead served in the Air Force. Until his recent appointment in the advertising department, he was production manager at Coxhead. He is the son of the founder of the company, and the grandson of the present chairman of the board, C. W. Nichols.

Ditto's Graphic Arts Laboratory

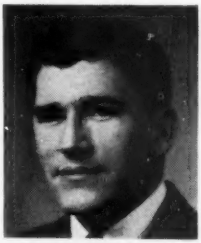
Opening of the newest and one of the most completely equipped laboratories in the graphic arts industry was announced by Ditto, Inc. The laboratory is part of the 312,000-sq.-ft. plant the company is now completing in Lincolnwood, Ill., to consolidate its manufacturing, administrative and research operations. Included in the overall laboratory space of 9,900 sq. ft. are library, pilot plant, demonstration, humidity room, storage, darkroom, quality control, development, instrument and locker facilities. "Our objectives were to obtain the maximum of modern laboratory space suitable for most efficient research and development," according to Dr. Walter Raczynski, research director.

NOMDA Convention

D. L. Keeney Jr.

The 31st Annual Convention and Exhibit of the National Office Machine Dealers Assn. took place in Houston, July 8-11, with the highest dealer registration in the history of the organization. Panel discussions again highlighted a rich educational program, including, for the first time, a discussion on automation and electronics. The number of manufacturers' exhibits exceeded 50, also a new record, and these were generally well attended. The new president is D. L. Keeney Jr., Dallas. Harry Steinke is 1st vice president and William Simpkins, as 2nd vice president, heads the new manufacturers division. The next annual convention and exhibit will be in Pittsburgh, June 30-July 3, 1957.

Dixon Advertising Executives


Ernest M. Raasch

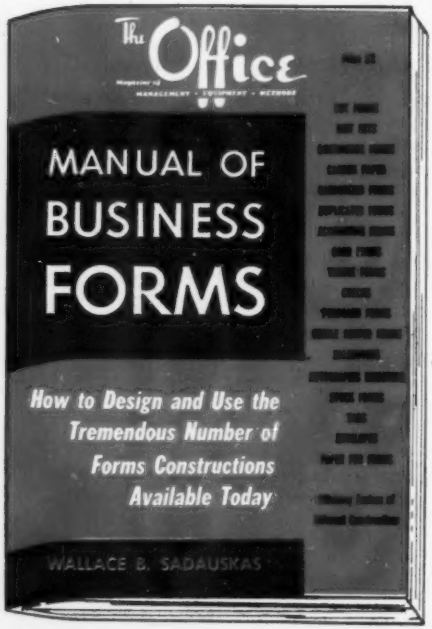
John J. Leckie, veteran advertising and sales promotion manager of Joseph Dixon Crucible Co., has retired from daily duty after 53 years with the firm, but will continue in a consulting capacity. Mr. Leckie selected Ticonderoga as the name for Dixon's best quality lead pencil when the company was mining graphite extensively in that New York State area.

Due to the increased responsibilities in the office formerly held by Mr. Leckie,

This Summer Learn More About

FORMS

Learn all the basic principles of forms design and construction. A useful objective work, with nearly 100 charts, examples and pictures, the Manual of Business Forms points out the many different varieties of forms available for use in business and industrial management.



For the first time, all the tremendous number of available forms constructions are described in a manner which allows the reader to select the best type for a particular business system. Time studies of forms processing operations are reduced to efficiency factor figures in easy-to-read charts which pinpoint the basic advantages and disadvantages of each type of construction. In addition, there are chapters on carbon paper, tags, envelopes and paper. Other chapters thoroughly cover duplicated forms, checks, pegboard forms, autographic registers, stock forms, manifold books, and many others.

The Manual includes many pages of informative advertising, providing a wide range of sources for the reader to use in selecting forms manufacturers and suppliers. $2 postpaid in U.S.A.

OFFICE PUBLICATIONS CO.

232 Madison Ave., New York 16

those duties have been assumed by two men—Ernest M. Raasch, who has been named manager of advertising and sales promotion for pencils, and Charles R. Tighe, who has become industrial advertising manager. Mr. Raasch has been with Dixon since 1953. Mr. Tighe joined the company in 1950.

Smith-Corona Export Manager

Victor Severin has been appointed director of Smith-Corona's International Division, according to Elwyn L. Smith, president. He succeeds Craig Woodruff who left to go in business for himself.

Now Perfelope Mfg. Co.

Newark Printing Co., 112 Academy St., Newark, Dela., has changed its name to Perfelope Manufacturing Company at the same address. Manufacturers, for long, of continuous carbon interleaved forms, the company in recent years has become particularly active and specialized in the production of continuous envelopes of many varieties. This change to a new name is more in conformity with the company's present activity.

For Eberhard Faber in South

Appointment of Thomas Parkes as southern district manager of Eberhard Faber Pencil Co. was announced by John D. Horne, vice president in charge of sales. Mr. Parkes had been sales representative for Florida, Georgia and Alabama, and his headquarters is in Atlanta. His jurisdiction now includes North and South Carolina, Tennessee, Mississippi, Arkansas, Louisiana and Texas.

Datamatic Expands Plant

A two-story structure containing some 20,000 sq. ft. is being constructed to enlarge the plant facilities of Datamatic Corp., Newton Highlands, Mass., Walter W. Finke, president announced. The new building will be added to the firm's existing two-story, 40,000-sq.-ft. building.

IF OFFICE GIRLS HAD EIGHT ARMS
They'd Be As Fast and Versatile
AS THE NEW
Amfile SORT-ALL SORTER

ONLY $4.50
AT YOUR FAVORITE STATIONERY STORE

Fast and versatile, the new Amfile® Sort-All lets you sort anything for Filing—Posting—Mailing—Distributing, etc. Sorts alphabetically from A-Z—by Month, Day or Date or any combination. Numerically by 5's or 100's and singles. Sturdy pressboard with plastic tabs—assures long life.

DON'T BE "OUT OF SORTS" — SORT YOUR PAPERS THIS EASY WAY!

Amfile EST. 1868 KANKAKEE, ILL.
AMBERG FILE & INDEX COMPANY
1637 DUANE BOULEVARD KANKAKEE, ILLINOIS

For More Information Circle No. 321

1 Numbering Machine 10 Jobs go Faster . . .

FORCE 150

Automatic, all-purpose numbering machine speeds up dozens of everyday jobs in office or plant. (Provides consecutive, duplicate or repeat numbering.) See your dealer or let us send our catalog *"How to Select a Numbering Machine."*

Specify FORCE for the Finest

WM. A. FORCE
& COMPANY, INCORPORATED
216 NICHOLS AVENUE, BROOKLYN 8, N. Y.

For More Information Circle No. 298

nippo

On the U.S. market nippo Check Writer

It is a machine that will absolutely prevent the mutilation, alteration or forging of the figures in checks and other valuable securities. (D Type)

Nippō Machine Industry Co., Ltd.
Tenjin-cho, Nishi-ku, Yokohama, Japan

For More Information Circle No. 299

Letterex Appointments

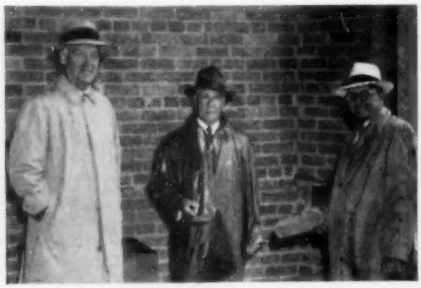
Letterex Corp., of Washington, D. C., has opened a sales office at 7 West 44th St., New York, to assist dealers in the area with Letterex sales and promotion.

Alexander J. White Jr.

Charles D. Hudson

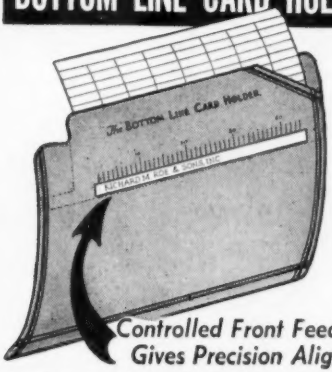
The office is under the management of Alexander J. White Jr., district sales manager. Mr. White is well known in the area, having served there for a number of years with Whiting Paper Co., Crane & Co., and Rumford Press. For three years, he also covered 11 midwestern states for Crane.

The Washington firm also has named Charles D. Hudson as sales promotion



Rhode Island's Governor Dennis J. Roberts (left) officiated at cornerstone-laying ceremonies for the new Bostitch factory and headquarters in East Greenwich, R. I. Bostitch board chairman Joseph D. A. Whalen (center) and Emmet G. Gardner, president, sealed Bostitch mementos behind the cornerstone. The factory, one-sixth of a mile long and one-tenth of a mile wide, will manufacture Bostitch stapling equipment. The staple department moves in this month from Westerly, R. I., and the new plant is expected to be entirely in operation by the end of the year.

BOTTOM LINE CARD HOLDER



Controlled Front Feed Stop Gives Precision Alignment

FOR FAST, ACCURATE TYPING OF BOTTOM LINE INDEX ON ALL VISIBLE CARDS

10 Card Sizes — $2.00 to $2.45
Ask Your Visible Systems Supplier
or write to PALSON MFG. CO.
280 Main St., Worcester 8, Mass.
For More Information Circle No. 211

SPECIAL OFFER!

Two Leading German Office Equipment Journals, at reduced combination rate!

"BUEROMARKT" (Office Market) general guide, semi monthly, printed in GERMAN **$6.30**
"DAS RATIONELLE BUERO" (The Rational Office) monthly, printed in German.....**$9.50**

combined only $13.00

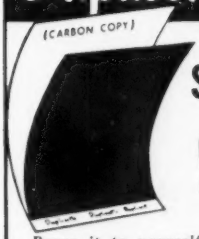
These vital Trade Journals keep you up-to-date with the German—European Office Appliance market. In regard to subscriptions or advertising rates contact our American Representatives:

ATLANTIC SERVICE AGENCY
136 Liberty St. • New York 6, N. Y.
Tel: BArclay 7-9550

VERLAG PETER BASTEN, Aachen, Germany

For More Information Circle No. 212

"It's CLEAN, QUICK and EASY with Duplisette"



READY-MADE SECOND-SHEET and CARBON SETS
FOR ALL TYPEWRITTEN CARBON COPIES

Prove it to yourself with this free offer:—Duplisettes give you fast, clean carbon copies—NO more smudged fingers, NO more dirty letters, NO more collating, NO more fussing with loose carbons! Size 8½ x 11 in *white, canary, pink, blue and green.*

Send for FREE SAMPLES—today!
DISTRIBUTORSHIPS AVAILABLE

CARTERET PRINTING COMPANY
480 CANAL ST., NEW YORK 13, N. Y. • WOrth 6-1454

For More Information Circle No. 213

TYPEWRITERS ALL MAKES

REGALRITE BRAND RIBBONS AND CARBONS

•

THE UTMOST IN QUALITY
THE LOWEST IN PRICES
Proven—Best by Test—Best for Less

•

REGAL TYPEWRITER COMPANY, INC.
200 HUDSON ST., NEW YORK 13, N. Y.

For More Information Circle No. 214

Advertise to 75 DIFFERENT MARKETS in .....

for office equipment and supplies

During 1955 calculating machines valued at $718,989 (FOB plant) were exported to West Germany from the USA. $43,293 of metal office furniture went to Saudi Arabia and 111,237 lbs. of carbon paper left for the Philippines. West Germany, Saudi Arabia and the Philippines are but three of the 75 countries and regions listed below where every autumn OFFICE EQUIPMENT EXPORTER is enthusiastically received and acted upon by all office equipment importers, dealers and specialists. These countries buy both high and low priced items. Write today for advertising rates.

Afghanistan
Alaska
Algiers
Arabia
Australia
Austria
Belgian Congo
Belgium
British East Africa
British Guiana
British Honduras
Burma
Canada
Ceylon
Cyprus
Denmark
Egypt
Ethiopia
Finland
Formosa
France
French Africa
French Guiana
Germany
Gibraltar
Great Britain & Northern Ireland
Greece
Haiti
Hawaii
Hong Kong
Iceland
India
Indonesia
Iran
Iraq
Ireland
Israel
Italy
Japan
Kenya
Lebanon
Liberia
Libya
Luxembourg
Madagascar
Madeira Island
Malaysia
Malta
Morocco
Nepal
Netherlands
Netherland West Indies
New Zealand
North Rhodesia
Norway
Pakistan
Philippines
Portuguese Africa
Puerto Rico
Siam
South Sea Islands
Southern Rhodesia
Sudan
Surinam
Sweden
Switzerland
Syria
Tanganyika
Tunisia
Turkey
Union of South Africa
Viet Nam
West Indies
Yugoslavia

OFFICE PUBLICATIONS CO. **232 Madison Ave., New York 16**

For More Information Circle No. 353

manager. Mr. Hudson, whose primary mission will be to develop Letterex distributors in 11 western states, will make his headquarters in San Francisco. For the last six years he was associated with Hudson-Clayton Co. in San Francisco and Washington, D. C.

Town Honors Smith Indexes

Exeter, Nebraska, is the trading center for a small agricultural area at the beginning of the Great Plains country. Here, in 1896, the late Charles C. Smith established his file index business and, as it grew and prospered, he saw no reason to move from his native town. Today, Charles C. Smith, Inc., is the only manufacturing business in Exeter and its Chamber of Commerce is erecting highway road signs to welcome the traveling public. These will read, "Welcome to Exeter, Nebraska, the Home of Smith Indexes."

Burroughs Sales Organization

Reorganization of the home office sales division of Burroughs Corp. to provide more assistance to the field sales organization in the development and handling of national accounts and greater coordination between sales promotion and sales training activities, was announced by Noel L. Mudd, general sales manager. A sales development department under

Stanley M. Babson, vice president in charge of sales, and C. S. A. Williams, president, Bates Mfg. Co., with the Bates 56 color styled stapler display which won the award of the Lithographer's National Assn.

3 PHONE PROBLEMS SOLVED—

1. *Safeguarding privacy.*
2. *Quieting the office.*
3. *Better hearing—noisy places.*

HUSH-A-PHONE
Model for all types of phones and dictating machines.
Write for Literature
HUSH-A-PHONE
65 Madison Ave.
Room 710
New York 16

For More Information Circle No. 314

ELECTRIFIED!

Fold-O-matic
DESK MODEL FOLDING MACHINE
WRITE FOR COMPLETE CATALOG OF DUPLICATING EQUIPMENT AND SUPPLIES
PRINT-O-MATIC CO., INC. Chicago, Illinois

For More Information Circle No. 315

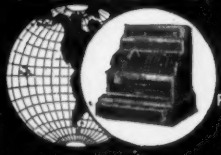
For Your Annual
TYPEWRITER ROLLER CHANGE

Insist on a "Futuristic" 5-Star Platen for Best Results
Manufactured and Distributed to Office Machine Dealers by
AMES SUPPLY COMPANY
Contact your Local Typewriter Dealer

For More Information Circle No. 316

CASH REGISTER PARTS

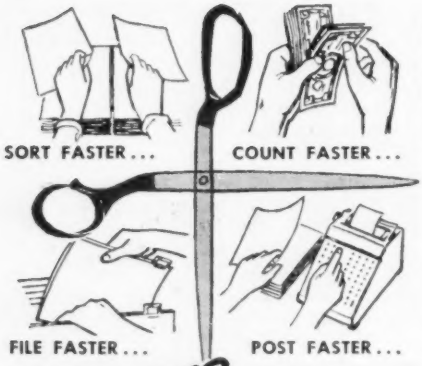
WORLD WIDE SERVICE



HIGHEST QUALITY PRODUCTS

NEW ADDRESS:
International Cash Register & Parts Co.
207 E. EVERGREEN ST., MT. PROSPECT, ILL.

For More Information Circle No. 317



CUT PAPER HANDLING COSTS

...with

SORTKWIK

The INVISIBLE fingertip magic

Only 50c each

NO MORE IRRITATING, CLUMSY RUBBER FINGERS OR UNSANITARY, MESSY SPONGES WHEN YOU USE SORTKWIK

So easy to use—just apply to fingertips to create greaseless, stainless, tacky film. Fingers pick up papers easily, quickly. One application is long lasting. Washes off easily. Non-irritating.

Time-tested by banks, insurance companies and business firms throughout the country to speed up their paper work.

At your stationer or send $1.00 for two regular size containers to try out.

LEE PRODUCTS CO.

Dept. O-8

For More Information Circle No. 309

R. O. Baily, former assistant to the general sales manager, brings together under one administrative head the sales division's business and product promotion managers and the sales training manager. A field communications section, under D. D. Bibler, handles communications of a policy nature between field and home office. A production and printing section, under Harlan George, expedites sales promotion and training material to the field. L. C. Whitney, who was in charge of sales training, became assistant to the general sales manager. R. E. Fisher, an Atlantic regional sales representative, is manager of sales training.

For Cel-U-Dex on West Coast

Charles T. Byram

Cel-U-Dex Corp., Brooklyn, N. Y., announced the appointment of Charles T. Byram as its west coast representative. Working out of San Francisco, Mr. Byram is well known to stationers from the Canadian border to Mexico. His 23 years' experience in the stationery business qualified him as the man "right" for the position after a careful screening of applicants by Cel-U-Dex Corp. Mr. Byram will call on the trade in California, Oregon and Washington.

Thermo-Fax Paper Plant

Rapidly increasing sales of Thermo-Fax copying products necessitate construction of a new paper converting plant at Hartford City, Ind., officials of Minnesota Mining & Mfg. Co. announced. Raymond H. Herzog, general manager of 3M's duplicating products division, stated that their new plant will begin operating some time next summer. It will have 163,000 sq. ft. of floorspace, employ 230 persons and be built on a 36-acre tract adjoining Hartford City Paper Co.,

CONVENIENCE *Plus*...
with these top-quality
Weldon Roberts Erasers

VERSATILE, TIME-SAVING NUMBERS FOR ENTIRE BUSINESS ORGANIZATIONS

For Erasing
- Pen & Pencil Writing
- Typewriting & Business Machine Impressions

1 DOZEN ERASERS TO THE BOX, 6 BOXES PER ½ GROSS CARTON

NO. 448 GREEN GLOW. *Super quality rubber of soft green color for a wide variety of pencil and cleaning work. Also ideal for art and drafting uses.*

NO. 378 GRAYPOINT. *Business-like, gray colored rubber which convincingly and cleanly erases ink writing, typewriting and business machine impressions.*

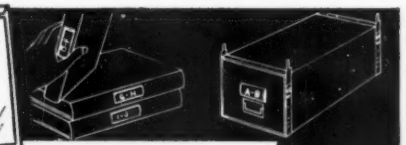
Ask Your Stationer About Them Today!

WELDON ROBERTS RUBBER CO.
365 Sixth Avenue Newark 7, N. J.
World's Foremost Eraser Specialists

Weldon Roberts Erasers
Correct Mistakes in Any Language

For More Information Circle No. 320

You can label ANYTHING WITH HOL-DEX



ANYTHING in the office, factory or home can be labeled quickly and neatly with HOL-DEX, the transparent plastic label holders. They adhere to any surface, permanently or temporarily, without marring. Made in 8 transparent colors for coding, and three heights. Each 6" strip of HOL-DEX makes three usual length label holders.

Order from your stationer or write for literature and sample.

Cel-U-Dex
CORPORATION
1 Main St.
Brooklyn 1, N. Y.

HOL-DEX SELF-ADHESIVE LABEL HOLDERS			
Color	½" High	¾" High	1" High
Clear	L21	L31	L11
Green	L22	L32	L12
Blue	L23	L33	L13
Red	L24	L34	L14
Orange	L25	L35	L15
Pink	L26	L36	L16
Lemon	L27	L37	L17
Amber	L28	L38	L18

30¢ per 6" strip with blank cardboard inserts

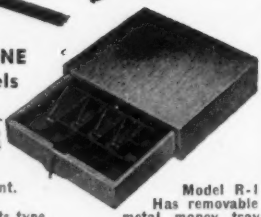
For More Information Circle No. 308

INDIANA

UNDER-COUNTER
CASH DRAWERS

assure profit . . . for you!

COMPLETE LINE
4 Popular Models



- No stock to carry—we will make drop shipment — in 24 hours.
- Full dealer discount.
- Finest product of its type available.

Model R-1
Has removable metal money tray with lock-on lid.

To sell Indiana Cash Drawers all that is necessary is to display one. Your customers will like this high-grade product made of Indiana hardwoods—with smooth finish inside and out. Quiet roller mechanism—warning bell that rings when drawer opens—high-grade disc tumbler lock.

Write for bulletin.

INDIANA CASH DRAWER CO.
P. O. Box 236-B • Shelbyville, Ind.

For More Information Circle No. 252

THE BEST

Every Office needs them
Alert Dealers SELL them

SPEEDRITE
Checkwriter

Error-No Copyholder

Chexsigno Check Signer

Hall-Welter
COMPANY, INC. • ROCHESTER 20, N.Y.
40 MT. HOPE AVENUE

For More Information Circle No. 254

Save Those Beautiful Eyes

RITE-LINE COPYHOLDER

- SAVES EYESTRAIN
- PROMOTES ACCURACY
- INCREASES PRODUCTION
- TAKES COPY UP TO 20"
- HOLDS NOTEBOOK
- FITS IN DESK DRAWER
- LINE MAGNIFIER EXTRA

Send for FREE Booklet describing RITE-LINE COPYHOLDER

RITE-LINE CORPORATION
4209 39th St., N. W., Washington 16, D. C.

For More Information Circle No. 253

WHO . . . ?

has the largest selection of low cost

SELECT ROUGH AND REBUILT
OFFICE MACHINES?

CALCULATORS ADDING MACHINES
TYPEWRITERS COMPTOMETERS
ADDRESSING BOOKKEEPING

WRITE FOR SPECIAL PRICE LIST

Cable address ADDBOOKAL

INTERNATIONAL OFFICE APPLIANCES, Inc.
326 Broadway, New York 7, N. Y.
HAnover 2-6700

For More Information Circle No. 255

which was purchased by 3M last year. A $1,500,000 improvement program was launched at Hartford City Paper a short time ago.

Visible File Distributors

Site-Filing Co., Philadelphia, announces the appointment of Anton Love & Associates, San Francisco, as their west coast representatives. Tony Love is well known to the Pacific coast dealers. Site-Filing Co. is exclusive national distributor for Visible-80, a visible method of filing within cabinets and desk drawers, manufactured by Roneo Ltd., London, England.

For Wolber in the East

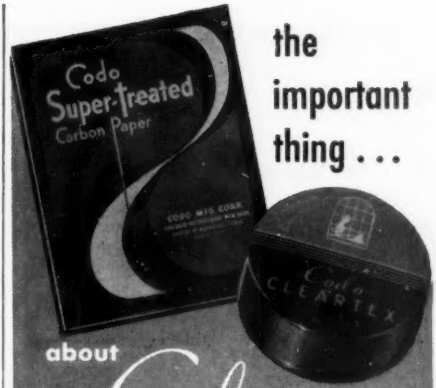
Leonard Gersman now represents Wolber Duplicator & Supply Co. in Delaware, New Jersey, Maryland, New York, Pennsylvania, Virginia, and West Virginia. Wolber products include Copy-rite Duplicators, Rite-Copy Duplicator Supplies, and their new complete line of stencils and inks.

Luther R. Hanna

Luther R. Hanna, 74, vice president and director of Philip Hano Co., died July 1 after a long illness. A graduate of Indiana State Teachers College, he taught school for many years. He moved to Indianapolis in 1923 to organize Hanna Register Co. Following that until 1939, he was connected with Miami Systems Co., Cincinnati. As a principal of Philip Hano Co. for the past 17 years, he served as manager of the firm's dealer department and in the past two years as a managerial consultant. He was the father of Norman L. Hanna, general sales manager of Philip Hano Co.

Thomas J. Watson

Thomas J. Watson, 82, chairman of the board of International Business Machines Corp., died June 19. Mr. Watson started as a bookkeeper in a Painted Post, N. Y., market. Later he became a salesman for National Cash Register Co., rising to general sales manager. In 1914 he was elected head of the Computing-Tabulating-Recording Co. which became IBM.



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National Conference & Exhibit Calendar

Assn. for Computing Machinery, University of California, Los Angeles, Aug. 27-29.

Life Office Management Assn., Edgewater Beach Hotel, Chicago, Sept. 17-19.

National Assn. of Bank Auditors & Controllers, Shoreham Hotel, Washington, D. C., Sept. 17-20.

American Institute of Accountants, Olympic Hotel, Seattle, Sept. 22-27.

National Stationery & Office Equipment Assn., Conrad Hilton Hotel, Chicago, Sept. 29-Oct. 3.

Controllers Institute of America, Waldorf-Astoria Hotel, New York, Sept. 30-Oct. 3.

National Institute of Governmental Purchasing, Conrad Hilton Hotel, Chicago, Oct. 14-17.

Office Management Div., American Management Assn., Astor Hotel, New York, Oct. 15-17.

National Business Show, Coliseum, New York, Oct. 15-19.

Institute of Management Sciences, Statler Hotel, Los Angeles, Oct. 18-19.

Systems & Procedures Assn. of America, Bellevue-Stratford Hotel, Philadelphia, Oct. 22-24.

National Business Forms Associates, Westchester Country Club, Rye, N. Y., Oct. 27-Nov. 1.

Industrial Management Society, Sherman Hotel, Chicago, Oct. 31-Nov. 2.

Eastern Joint Computer Conference, New Yorker Hotel, New York, Dec. 10-12.

National Business Teachers Assn., Palmer House, Chicago, Dec. 27-29.

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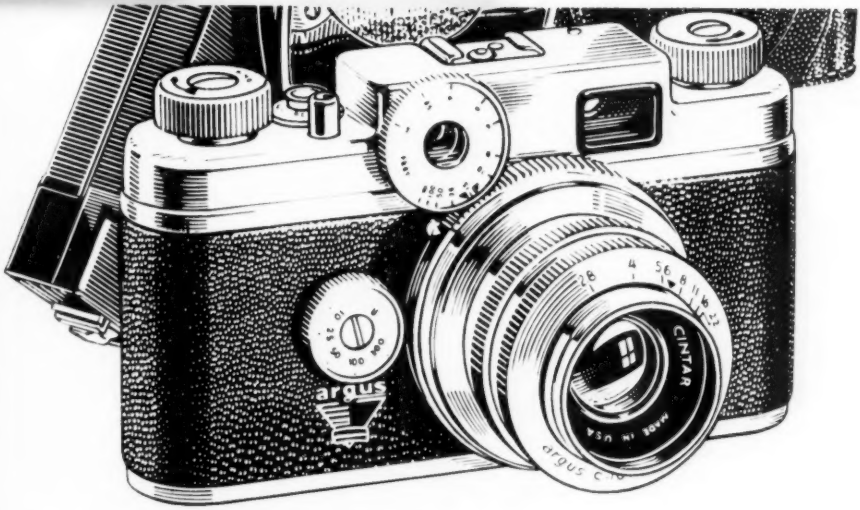
As We See It

Employee Dishonesty

EMBEZZLEMENT is at an all-time high and, from the best information available, dishonest employees are stealing upwards of $500,000,000 a year. Dishonesty claims to fidelity insurance companies have increased 400% in ten years and these companies now process 50,000 embezzlement claims a year. This is not the whole picture because only the minority of losses involve bonded employees. Few businesses bond all employees and those which do seldom carry enough insurance to protect against all possible losses. Many times a business theft is not made public and no charges are pressed againts the dishonest employee who can then easily get another job, especially in today's tight labor market.

With both business, and crime in general, at an all-time peak, it is no doubt to be expected that crimes against business should have similarly expanded. There was a time when the only money which might be "missing" from a company was what was in the cash box, but today's business thieves are interested in bigger sums. They are sometimes trusted company employees whose depredations extend over several years. One recently convicted company officer was known as a "very generous woman," and she admitted taking $3 million in 20 years. It is practically impossible to figure the exact amount of insurance protection required when a crime goes undetected through the years.

The greatest degree of protection must come in office controls. There are office procedures and equipment designed especially to safeguard business funds. When properly used, these methods can deter stealing and, when it does occur as in the case of a trusted employee, hasten its discovery. The easier and quicker it is to spot a deficiency, the smaller the loss will be. A check list of internal control procedures appears in a booklet, *Embezzlement Controls for Business Enterprises,* which members of company managements can obtain without charge by writing on their company letterhead to Fidelity & Deposit Co. of Maryland, Baltimore 3. Other helpful literature is available from equipment manufacturers, especially those making checkwriters, perforators, cash registers, safes, key filing systems, safety papers and forms, etc. Accounting, auditing and controller associations are alerting their membership to this threat from which no business can consider itself immune because experience has proved that anyone, from top management down, may weaken.



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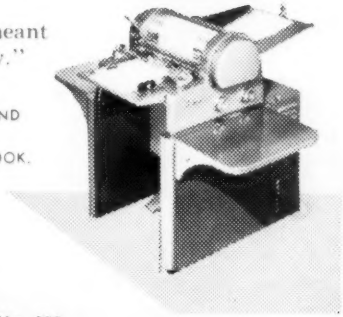

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